



First Edition
CODING SYSTEM
UNIT GROUP LEVEL
(Revised 1992 Edition)

AUSTRALIAN STANDARD CLASSIFICATION OF OCCUPATIONS

ABS Catalogue No. 1225.0

**AUSTRALIAN STANDARD
CLASSIFICATION OF
OCCUPATIONS**

**ASCO CODING SYSTEM
UNIT GROUP LEVEL
(Revised 1992 Edition)**

IAN CASTLES

Australian Statistician

© Commonwealth of Australia 1992

CONTENTS

TITLE	PAGE
FOREWORD	v
PART 1: OVERVIEW	1.1
PART 2: TRAINING GUIDE	2.1
PART 3: REFERENCE GUIDE	3.1
PART 4: CODING INDEX	4.1
PART 5: QUERY RESOLUTION GUIDE	5.1
PART 6: CODING INDEX: NUMERICAL ORDER	6.1

INQUIRIES

- *for more information about the contents of this publication* - contact the ASCO Project on Canberra (06) 252 5757 or any of our State offices
 - *other inquiries including copies of publications* - contact Information Services on Canberra (06) 252 6627 or in any of our State offices
 - *for information about other ABS statistics and services* please refer to the back page of this publication
-

FOREWORD

The *ASCO Coding System (Unit Group Level)* is one of a series of products which comprise the first edition of the Australian Standard Classification of Occupations (ASCO).

The *ASCO (First Edition) Statistical Classification* was released in September 1986 (ABS Catalogue No. 1222.0). ASCO was developed as an Australian national standard for the production and analysis of labour force statistics, human resources management, education planning, the listing of job applicants and vacancies, and for vocational guidance.

Since its release in 1986, ASCO has been progressively introduced into collections conducted by the ABS. It is now used in all ABS censuses and surveys where occupation data are collected, including the five yearly Census of Population and Housing, the Monthly Population Survey and the annual Survey of Employee Earnings and Hours.

Most of the principal applications of ASCO require not only a set of standard definitions and concepts but also a standard method for the accurate, consistent and economic assignment of ASCO codes to information relating to individual jobs. Occupation statistics are usually produced by asking a respondent in a census or survey one or more open-ended questions about occupation and then coding the response to a standard classification. Similarly, in human resource management systems, jobs are often classified by asking a series of open-ended questions and then coding the response. In job placement systems, job vacancies and job seekers are both coded to a standard classification on the basis of information supplied by the employer and the job applicant respectively.

The *ASCO Coding System (Unit Group Level)* was developed to enable information about a particular job to be coded to the unit group (4-digit) level of ASCO with a high degree of accuracy and consistency. Being a highly structured, rule-based coding system, it is designed to utilise, in a systematic way, the title of an occupation and information about the main tasks performed. Restricted use can also be made of industry information and employer's name. The Coding System, used in accordance with the procedures set out, will enable users to code information on occupations accurately and produce statistics compatible with those produced by the ABS.

The *ASCO Coding System (Unit Group Level)* was first released in 1987. Since that time, considerable changes have occurred in the Australian labour force. In the light of experience gained from the implementation of the Coding System and the user community at large, the Coding System has been extensively revised. In particular, this revision involved refinements and improvements to the *ASCO Coding Index* and reference material to reflect changes in the nature of the labour force due to technological change and economic development.

Comments from users on any difficulties which may be encountered in using the system and on occupation responses not covered by the index will be most welcome.

IAN CASTLES
Australian Statistician

July 1992

**ASCO CODING SYSTEM
UNIT GROUP LEVEL
(Revised 1992 Edition)**

PART 1

OVERVIEW

CONTENTS

TITLE	PAGE
1. Introduction	1-1
2. The Coding Strategy	1-3
2.1 The First Stage Coding Procedures	1-3
2.2 Principles of the Coding Method	1-4
2.3 The Coding Index	1-5
2.4 Query Resolution	1-5
3. Required Data Items	1-6
4. Code Conventions	1-8
5. Staffing Requirements	1-9
6. Using the Coding System Documents	1-10

1. INTRODUCTION

INTRODUCTION

The *ASCO Coding System (Unit Group Level)* is an integrated system of procedures for coding occupation data, obtained by census or survey, to the unit group (4-digit) level of the Australian Standard Classification of Occupations.

The system provides a two stage coding strategy that enables users:

- to code occupation responses accurately and consistently;
- to maximise the information captured from vague, ambiguous or incomplete responses, and
- to produce reliable and accurate statistics cost-effectively and efficiently.

The Coding System may be applied to any occupation data that meet two basic requirements, namely, that the data are collected on occupation as an attribute of persons, and that the data concern certain specified aspects of occupation.

The first requirement, that data are collected on occupation as an attribute of persons, arises because the system is designed to process the responses that people provide about their own or other people's occupations. It is based on the language of common discourse, not on the terms and descriptions used by occupation specialists such as labour market analysts, management consultants or industrial relations experts. The system is not designed to process specialist terms or descriptions used in formal discourse about occupations.

The second requirement concerns the content of the data collected on occupation. ASCO is a skill based classification which groups occupations according to the similarity of tasks performed. Accurate coding therefore often requires data about the characteristics of the tasks performed in addition to the title of the occupation. The specific data items which are required and recommended are discussed in Section 3, Required Data Items.

Otherwise, the application of the Coding System is not limited by the collection base, the source of the data, or the method of collection.

The coding procedures, as described in this manual, are used by the ABS to code occupation responses obtained in household-based and employer-based censuses and surveys to the unit group level of ASCO. Variations in coding procedures can have significant effects on the resulting statistics and consequently on the compatibility with other statistics coded to ASCO. Users who wish to produce statistics as comparable as possible to ABS statistics should adopt the procedures specified in this manual.

The *ASCO Coding System (Unit Group Level)* has been developed in two forms - a manual or clerical form and a computer assisted form. The development of a rule-based approach to coding has enabled significant parts of the coding procedures to be automated by computer program, thereby reducing the number and complexity of the procedures to be followed by coders and consequently increasing coding efficiency. There is no functional difference between the two forms of the Coding System, that is, they are based on the same coding strategy and principles and are designed to yield the same results.

The coding strategy specifies the operational requirements necessary to implement the system. Information about the classification, its principles and conventions, is contained in the *ASCO (First Edition): Statistical Classification* (ABS Catalogue No. 1222.0).

2. THE CODING STRATEGY

THE CODING STRATEGY

To achieve coding which is accurate and consistent, maximises the number of codable responses and is conducted efficiently, the *ASCO Coding System (Unit Group Level)* employs a two stage strategy.

In the first stage, the occupation responses are processed according to a set of formal rule-based procedures. These procedures do not require coders to have a detailed knowledge of the classification itself and place limits on the extent to which they are allowed to exercise discretionary judgement. The majority of occupation responses (in the order of 85-90 per cent) will be coded at this stage.

The remaining occupation responses, which are usually vague, ambiguous or incomplete, are treated as queries to be resolved in the second stage. These responses are not amenable to processing by fixed rules and require more relaxed guidelines. Effective query resolution requires staff to have a well developed understanding of the classification itself, and be capable of exercising considerable discretion in making decisions.

2.1 The First Stage Coding Procedures

First Stage Coding

Research conducted by the ASCO Project Team determined that there were three general types of occupation responses. These are:

- responses which could be coded accurately on the basis of title information alone;
- responses which required the use of information about both the occupation title and the tasks performed; and
- responses which contained only very vague title information and therefore could only be coded by using information about tasks performed

To deal with these categories, a formal rule-based coding method which prescribes the minimum information necessary to assign each particular code, has been developed. It also specifies the conditions for obtaining that information from occupation responses and stipulates the procedures for using that information to obtain an accurate code.

The coding method does this by means of the *ASCO Coding Index* and coding rules. The *Coding Index* prescribes, in schematic form, the minimum information required and how it is to be obtained and used for each entry in the Index. It also indicates to the coder the data items to be consulted, and the conditions for matching the minimum information requirements. The coding rules explain how the schematic form of the *Coding Index* entries is to be interpreted and provides further rules for additional coding tasks.

Principles of the Coding Method**2.2 Principles of the Coding Method**

The principle on which the coding method is based, is that occupation codes are assigned primarily on the basis of information supplied in response to questions, about the title of the occupation and the tasks performed by the respondent in that occupation. The only other responses used in coding to ASCO at the unit group level are responses to industry and employer questions and these may only be used to code to specific Index entries. Information about industry and employer is only used in those cases where research has shown that this information, together with that provided by title, provides a reliable indication of the nature of the tasks performed. Responses to questions on occupation status, qualifications or income, are not required to code to ASCO.

Information about occupation title is accorded a primary role in the coding method. Such information is used to access the *Coding Index* entries and to make an initial selection of possible matching entries. The coding procedures specify how, in the absence of title information, coders may impute an occupation title from the task response.

In each Index entry the occupation title is separated from task and other information, as coders are expected to look for an exact match between the title response and the title portion of the entry. Under certain prescribed circumstances, extraneous words in the title response may be ignored in order to effect a match with an occupation title in the Index. The additional task, industry or employer information prescribed in the Index entry is only required to be matched closely by the information in the response.

The requirement that the title component of the Index entry must be matched exactly with the words in the title response is a fundamental principle of the coding procedures. The results of extensive research into the meaning attached to commonly used occupation titles have been incorporated into the Index. The exact match requirement effectively removes from the coders' discretion that part of the coding process which relies on their having considerable specialised expertise and which is thus a primary cause of inconsistent coding.

Specific Index entries have been constructed to deal with responses to the title question which are not considered occupation titles but which are nevertheless commonly given by respondents. Such index entries do not assign a code but provide further instructions to the coder.

Specific Index entries have also been constructed to deal with records which contain a vague title and insufficient task or other information for accurate coding at the unit group level. These are coded to higher levels of the structure (minor or major group), rather than incorrectly to a 'not elsewhere classified' unit group. The 'not elsewhere classified' unit groups in ASCO are reserved strictly for occupation titles which are quite specific, but which occur too infrequently to be aggregated into positively defined unit groups (see page 21 of the *ASCO (First Edition): Statistical Classification* (ABS Catalogue No. 1222.0).

2.3 The Coding Index

The Coding Index

The *ASCO Coding Index* was constructed initially from an analysis of approximately 150,000 responses obtained in censuses and surveys conducted by the ABS. Since its initial construction the Index has been extended and modified as a result of the implementation of ASCO in ABS collections.

Within the constraints imposed by a coding system which requires task or other information to be included in the index entry along with the occupation title, the Index is designed so that the total number of entries can be kept to a minimum. This ensures efficient coding without prejudice to the quality of the statistics. This is achieved through three organising principles:

- each occupation title is indexed under a single 'basic' word and not multi-listed for each keyword; for example, the occupation title 'Insurance Clerk' is only listed under the basic word 'clerk', and not 'insurance';
- the occupation title component of the Index entry contains only those words which must be found in the title response, and does not include any extraneous words; and
- sets of entries are listed under the most commonly used title and are not repeated for each alternative title. The alternative titles are included with an instruction referring the coder to the most commonly used title. For example, all clerical occupations are listed only under the basic word 'clerk'. To code a 'Clerical Assistant' performing 'clerical tasks', the coder is referred to the basic word 'clerk'.

2.4 Query Resolution

Query Resolution

The second stage of the coding strategy is applied to those responses not codable by using the *Coding Index* in accordance with the coding procedures. Responses not codable in the first stage include omissions from the *Coding Index*, responses in a form which cannot be processed using the coding procedures, or responses that do not contain enough information.

The general approach in such cases is to progressively introduce greater discretion in interpreting the meaning of the responses and in determining the appropriate codes. The use of greater discretion by staff is facilitated by their understanding of the first line coding procedures, their knowledge of the classification itself and their use of the *Coding Index: Numerical Order* and *ASCO (First Edition): Statistical Classification*.

This approach is outlined in Part Five, the *Query Resolution Guide*. In addition, the *Query Resolution Guide* provides specific guidelines which have been developed to deal with particular problem areas identified through ABS implementation of the Coding System.

**REQUIRED DATA
ITEMS****3. REQUIRED DATA ITEMS**

As the result of a significant question design and testing programme conducted by the ABS, it was established that information on occupation title, main tasks or duties and industry or employer was required for accurate coding to the unit group level of ASCO.

The question wording to obtain the best quality data to facilitate accurate and efficient coding to the unit group level is as follows:

- a) In the main job held last week, what was the person's occupation?**

Give full title.

For example, Accounts Clerk, Civil Engineer, Draftsman, Fast Foods Cook, Floor Tiler, Extruding Machine Operator.

For public servants, state official designation as well as occupation.

For armed services personnel, state rank as well as occupation.

- b) What are the main tasks that the person himself/herself usually performs in that occupation?**

Describe as fully as possible.

For example, recording accounts, preparing drawings for dam construction, cooking hamburgers and chips, fixing cork tiles, operating plastic extruding machine.

- c) For the main job held last week, what was the employer's trading name?**

For self-employed persons, print name of business.

For government employees, print full name of Department and Division, Branch or Section.

For teachers, print name of school.

- d) What kind of industry, business or service is carried out by that employer?**

Describe as fully as possible, using two words or more, for example, dairy farming, footwear manufacturing.

These questions and the associated prompts were developed for the Census of Population and Housing and are recommended for all survey forms for self completion.

If data are collected by personal or telephone interview, care should be taken to ensure that information on both title and tasks is collected. The questions shown on the previous page are recommended for this purpose. Interviewers should have some familiarity with the ASCO Coding System, to enable them to gauge whether the information offered by a respondent is sufficient to assign an ASCO code, or whether further probing is necessary.

**CODE
CONVENTIONS**

4. CODE CONVENTIONS

The ASCO unit group level code is a four digit code, which is structured so that:

- the first digit indicates the major group;
- the first two digits together indicate the minor group; and
- the four digits indicate the unit group.

Supplementary codes are allocated to certain classes of responses in statistical collections. The codes are of three types - the code 0000, codes commencing with '9', and those ending in two or three zeros.

The code 0000 can be assigned to 'inadequately described' responses; that is, those which do not provide sufficient information of the type needed to allow coding to any level of the classification.

Codes commencing with '9' can be allocated to 'out of scope' responses; that is, those which are not regarded as referring to occupations within the current definition of the labour force (as defined by the International Labour Office).

An entire range of codes commencing with '9' can be developed to disaggregate the different type of 'out of scope' responses for coding purposes. For example, responses such as 'housewife', 'pensioner' and 'student' can be separately identified by the use of particular codes commencing with '9'.

Codes ending in two or three zeros are allocated to responses which do not provide sufficient detail to allow coding to the Unit Group level of the classification, but which do provide enough information to be coded to a higher level of the classification. Such responses are coded to either the minor group level, in which case they are allocated a code ending in two zeros, or the major group, in which case they are allocated a code ending in three zeros.

Some of these codes appear in the *Coding Index* and may therefore be applied using the standard coding method. The *Query Resolution Guide* also provides guidance on the application of codes ending in two or three zeros.

It should be noted that, in ASCO, the residual unit groups and their codes (ending in '99') are strictly reserved for known occupations which belong to the same minor group but are not sufficiently similar to form a positively defined unit group. These residual categories are not to be used to code responses which are inadequately described or ambiguous.

5. STAFFING REQUIREMENTS

**STAFFING
REQUIREMENTS**

The two stage coding strategy can be most efficiently applied with two groups of staff: coders and coding supervisors. Coders are not required to know or understand the classification itself, but must be capable of following explicit and somewhat complex instructions. Coding supervisors are required to have a complete knowledge of the coding procedures, a good understanding of the classification and the capacity to make interpretive judgements.

However, this division of staff may not be feasible for all collections and survey operations and it may be necessary to have the same staff perform both functions. Using coders to carry out their own query resolution introduces the possibility of not only reducing the accuracy and consistency of query resolution, but also affecting the quality and output of the first-line coding process. In this case, query resolution should still be undertaken separately from the first-line coding process, preferably with coders resolving queries which they themselves have not raised.

As a guide to the number of staff required for implementation, experience suggests that between 90 and 120 occupation responses can be processed per hour by the first line coding procedures. This figure should be treated as a guide only, because the actual coding rate can be affected by a number of factors extrinsic to the coding system, such as the readability of the form, the form handling procedures and the experience of the coders.

In a large scale coding environment the usual ratio of coding supervisors to coders is approximately 1:10.

**CODING SYSTEMS
DOCUMENTS****6. USING THE CODING SYSTEM DOCUMENTS**

The manual version of the *ASCO Coding System (Unit Group Level)* comprises the following parts:

- the *ASCO Coding Index*, sorted in alphabetical order, presents fixed format entries based on commonly recurring responses to occupation questions, and specifies the information needed to allocate specific codes;
- a *Training Guide* which presents the ASCO coding procedures in increasing order of complexity by explanation and example and which provides the opportunity for practice coding and self-corrective feedback;
- a *Reference Guide* which provides coders who have already been trained in ASCO coding with a quick reference document on coding procedures;
- a *Query Resolution Guide* which provides methods for resolving that minority of cases not codable using the coding procedures; and
- a *Coding Index* with the entries arranged in numerical order (*ASCO Coding Index: Numerical Order*) for use in conjunction with the query resolution procedures.

In addition to these elements which are provided in this volume, the document, *ASCO (First Edition): Statistical Classification* (ABS Catalogue No. 1222.0), is also required for query resolution. This publication is available separately from Information Services, ABS, P.O. Box 10, Belconnen, A.C.T. 2616 or any of our State offices.

**ASCO CODING SYSTEM
UNIT GROUP LEVEL
(Revised 1992 Edition)**

PART 2

TRAINING GUIDE

CONTENTS

TITLE	PAGE
1. Introduction to Occupation Classification and Coding	2-1
1.1 Tasks, Jobs and Occupations	2-1
1.2 The Structure of ASCO	2-1
1.3 The Purpose of the <i>ASCO Coding System</i>	2-2
1.4 Information Needed for Coding to Unit Group Level	2-3
2. Coding Simple Occupation Titles	2-4
2.1 Coding One-Word Occupation Titles	2-4
2.1.1 Identifying the Look-up Title	2-4
2.1.2 Searching the Coding Index	2-4
2.2 No Matching Entry Title in Index	2-5
2.3 Answers to Practice Questions	2-6
3. Coding More Complex Occupation Titles	2-7
3.1 Basic Words	2-7
3.2 Qualifying Words	2-8
3.3 Look-up Titles and Entry Titles	2-9
3.4 Exact Matching of Entry Titles with Look-up Titles	2-10
3.5 Extraneous Qualifying Words	2-11
3.5.1 Qualifying Words Which Are Always Extraneous	2-12
3.5.2 Other Extraneous Words in the Title Response	2-13
3.6 Titles Containing <i>Assistant</i>	2-15
3.7 Summary	2-16
3.8 Answers to Practice Questions	2-16
4. Cases Requiring Additional Information	2-18
4.1 Entries With Supplementary Descriptions	2-18
4.2 Close Matching Task Information	2-18
4.2.1 When Task Information Means the Same as the Supplementary Description	2-19
4.2.2 When Task Information Belongs to a Broader Category Defined by the Supplementary Description	2-21
4.3 Close Matching Industry Information	2-22
 <i>ASCO Coding System (Unit Group Level)</i>	 2-0

4.4	Entries with Two or More Supplementary Descriptions	2-24
4.5	Single Basic Word Without a Match	2-25
4.6	Summary	2-27
4.7	Answers to Practice Questions	2-28
5.	Some Special Features of the Coding Index	2-30
5.1	Abbreviations Used in the Index	2-30
5.2	Default Entries	2-30
5.2.1	Except Above Entries	2-31
5.2.2	NAI Entries	2-31
5.3	Blocks of Entries With Both NAI and Except Above	2-34
5.4	Entries Proscribing Specific Tasks or Activities	2-36
5.5	Directive Entries	2-38
5.5.1	Code to . [another basic word or entry title]	2-38
5.5.2	Disregard Title	2-40
5.6	The Numeric Index	2-41
5.7	Summary	2-42
5.8	Answers to Practice Questions	2-43
6.	Difficult and Unusual Cases	2-45
6.1	Title Given in Task Response	2-45
6.2	Supervisory Titles	2-46
6.3	Titles Containing <i>Wife</i>	2-47
6.4	Missing Titles	2-48
6.5	Creating a Look-up Title from Task Information	2-49
6.5.1	Converting Verbs to Basic Words	2-49
6.5.2	Creating a Title Containing <i>Worker</i>	2-50
6.5.3	Creating a Title Containing <i>Person</i>	2-51
6.6	Title and Task Information Both Missing	2-51
6.7	Summary	2-53
6.8	Answers to Practice Questions	2-53
7.	Multiple Titles	2-54
7.1	Title Pairs	2-54
7.2	Creating a Look-up Title with Two Basic Words	2-54
7.3	Basic Words which are Excluded from the Look-up Title	2-55
7.4	Matching the Look-up Title with a Title Pair	2-56
7.5	Two or More None-Paired Basic Words	2-56
7.6	Summary	2-57
7.7	Answers to Practice Questions	2-58

8. Multiple Matches	2-59
8.1 Checking That You Have a True Multiple Match	2-59
8.2 Selecting More Than One Matching Entry	2-60
8.3 Nested Codes	2-61
8.4 Selecting the Correct Code When More Than One Entry is Selected	2-62
8.4.1 Order of Precedence for Clerical Occupations	2-62
8.5 Summary	2-64
8.6 Answers to Practice Questions	2-64
9. Basic Word Substitutes	2-66
9.1 Basic Word Equivalents	2-66
9.2 Basic Words With Gender	2-68
9.3 Summary	2-69
9.4 Answers to Practice Questions	2-70
10. Practice Questions	2-71

1. INTRODUCTION TO OCCUPATION CLASSIFICATION AND CODING**INTRODUCTION**

This lesson will help you understand some of the basic ideas involved in classifying and coding occupations.

It explains the difference between tasks, jobs and occupations and gives an overview of the structure of the *Australian Standard Classification of Occupations (ASCO)* and the purpose of the *ASCO Coding System*.

1.1 Tasks, Jobs and Occupations**Tasks, Jobs and Occupations**

Everyone who goes out to work (or who is paid for work done at home) has a job. When people do their jobs they have certain tasks to do.

For example:

- Spreading mortar over bricks, blocks or tiles;
- Laying bricks, blocks or tiles in place;
- Removing excess mortar with a trowel;
- Checking each row to make sure that it is straight.

These tasks might be done by the person whose job is Number Four Bricklayer for Charlton's Sandstone Block Homes. These tasks are similar to those performed by every other bricklayer who works for Charlton's Sandstone Block Homes. They are also similar to tasks performed by every bricklayer who works for other employers, and by every bricklayer who is self employed.

These people do not all have the same job, however. Only one person can have the job Number Four Bricklayer for Charlton's Sandstone Block Homes. A job is thus a set of tasks done by one person.

Although they have different jobs, people who are primarily required to perform bricklaying tasks in the course of their job, have the one occupation: *Bricklayer*. So an occupation is a set of similar jobs. Jobs are similar to each other if their tasks are similar.

1.2 The Structure of ASCO**Structure of ASCO**

A classification arranges things into categories according to their similarities. The *Australian Standard Classification of Occupations (ASCO)* arranges occupations into categories according to the similarity of their tasks.

ASCO is a classification with four levels: major groups, minor groups, unit groups and occupations. Occupations are the most detailed categories in ASCO. Jobs with very similar tasks belong to a single occupation. ASCO is a *skill-based* classification of occupations. Occupations are grouped into increasingly broader categories according to the particular skills needed to do the tasks required.

There are **1079 occupations** in ASCO, covering all jobs in the Australian workforce. These occupations are classified into **282 unit groups** which are classified into **52 minor groups** and these, in turn, into **8 major groups**.

The occupation, *Heavy Truck Driver*, for example, belongs to the unit group, *Truck Drivers*. Occupations in this unit group have very similar tasks to other transport drivers and so belong to the minor group, *Road and Rail Transport Drivers*. This minor group belongs to the major group, *Plant and Machine Operators, and Drivers*. Occupations in this major group are classified together because the skills needed to operate plant, machinery and vehicles are broadly similar.

Each group in the classification is identified by a code number. Major groups have a one-digit code. Minor groups have a two-digit code, the first digit of which indicates the major group to which they belong. Unit groups have a four-digit code, the first two digits of which indicate the minor group to which they belong. Occupations have a six-digit code, the first four digits of which indicate the unit group to which they belong.

For example:

Occupation	2107-19	Botanist
Unit Group	2107	Life Scientists
Minor Group	21	Natural Scientists
Major Group	2	Professionals

Purpose of the Coding System

1.3 The Purpose of the ASCO Coding System

The coding system described in this manual enables you to code occupation data to the unit group (4-digit) level of ASCO.

Each of the 282 unit groups in ASCO has an official title (eg. *Truck Drivers, Sales and Marketing Managers, Special Education Teachers, Glass Tradespersons, Garbage Collectors*). However, people do not necessarily use these official titles on forms or questionnaires and, in fact, give a much greater number of titles than 282 in response to the occupation question.

The *ASCO Coding System* is designed to assign the correct code when the main piece of information available on the record (ie. form or questionnaire) is a title in everyday use.

The System consists of an *ASCO Coding Index* and a set of rules and instructions. The *Coding Index* contains an alphabetical list of occupation titles in everyday use, together with their appropriate codes.

To obtain the correct ASCO code, it is necessary to search the index for an occupation title which matches exactly the title given by the respondent. The index contains over 5,000 entries (derived from responses to census and survey questions on occupation) and is regularly updated as new titles in everyday use are discovered or evolve.

Where a title is too vague for accurate coding, it is followed by a supplementary description. This description usually indicates the main tasks performed in the occupation to which the code applies. Occasionally the supplementary description contains industry-type information.

The *Coding Index* is structured so that each entry indicates the **minimum** information needed to assign a code. In some cases this will be a one-word title (eg *truckie*). In other cases much more information is needed (eg *Manager, Transport Company/ driving truck*). The title given by the respondent is, however, the key to accurate coding.

The System has been designed so that you, the coder, can use it to make the same coding decision about a respondent's occupation as a person with expert knowledge of the classification. All you have to do is look up the occupation title in the *Coding Index* and follow a few simple rules.

1.4 Information Needed for Coding to Unit Group Level

Information Needed

To code records to the unit group level of ASCO, it is recommended that four data items are used:

- occupation title;
- main task or duties usually performed;
- kind of industry, business or service; and
- name and address of employer.

These data items are derived from responses to four questions (see recommended question wording in the *Overview*) and are usually referred to as:

- Title response;
- Task response;
- Industry response; and
- Employer response.

In many cases you will be able to code the record from the title response alone. Often however, you will need to look at the task response. Occasionally you will need to look at industry and employer responses.

In occupation coding, the four responses should be considered in the order given above. In other words, the title response should carry the greatest weight, followed by the task response, the industry response, and finally the employer response.

Any other information which may be available (eg. income or qualifications) may be misleading and should not be used.

CODING SIMPLE TITLES**2. CODING SIMPLE OCCUPATION TITLES**

In this lesson you will learn how to use the *ASCO Coding System* to code some straight-forward occupation titles which do not require the use of task, industry or employer responses.

Coding One-Word Titles**2.1 Coding One-Word Occupation Titles**

For the time being we will concentrate on one-word titles.

For example:

Actor
Carpenter
Psychologist
Zoologist

The Look-up Title**2.1.1 Identifying the Look-up Title**

The first step is to identify the **look-up title** for which you will search in the *ASCO Coding Index*.

You will usually find the look-up title in the response to a question of the following type:

What is your occupation?

or

In the main job held last week what was the person's occupation?

In many cases the answer to this question is a single word (eg. *Carpenter*). This word becomes the look-up title.

Searching the Coding Index**2.1.2 Searching the Coding Index**

Once you have identified the look-up title, you should search for a matching **entry title** in the *Coding Index*. The *Coding Index: Numerical Order* is not required for coding the majority of records. You will learn how to use this index in Lesson 5.

Using the look-up title *Carpenter*, for example, you will find a matching entry title with the code 4401 in the left hand column.

Practice Questions 2.1

Practice Questions

Now write down the code for the following look-up titles:

1. Zookeeper
2. Archbishop
3. Comedian
4. Diver
5. Prospector
6. Sailmaker
7. Undertaker
8. Translator

Check your answers when you have finished (see page 2-6).

2.2 No Matching Entry Title In Index

**No Matching Entry
Title In Index**

When there is no matching entry title in the index you should refer the record for query resolution.

A *query* is a record which cannot be coded using the standard procedures described in the *Reference Guide*. This means that the record should be dealt with by someone trained in query resolution, using the procedures outlined in the *Query Resolution Guide* (Part Five of this Manual).

You may be required to record details of queries on a specially designed form or card. Alternatively, you may be required simply to place the forms for query resolution to one side or turn them at an angle in the pile of forms.

Here is an example of a record which would become a query:

Title response: Acrobattler

Even though it sounds odd, you should still treat such a title seriously and search for it in the *Coding Index*.

There is no entry title *Acrobattler* in the index. Although *Acrobat* is in the index, you cannot select this because it is not an *exact match* for the look-up title. We do not know that an acrobattler is the same as an acrobat, so the record becomes a query.

Note: Only correctly spelled titles appear in the index. If a title in a response is obviously spell incorrectly, you may deem it to have been spell correctly for the purpose of obtaining a match with an entry title.

Practice Questions**Practice Questions 2.2**

Now write down the correct code for the following look-up titles. If query resolution procedures are required write *query*.

1. Mudlogger
2. Booksmith
3. Braceman
4. Limnologist
5. Palonomist
6. Roughneck
7. Safecracker
8. Otorhinolaryngologist
9. Horticultonist

Check your answers when you have finished (see Section 2.3 below).

Answers**2.3 Answers to Practice Questions****Practice Questions 2.1**

1. 8999 Zookeeper
2. 1399 Archbishop
3. 2817 Comedian
4. 4999 Diver
5. 8415 Prospector
6. 4917 Sailmaker
7. 6699 Undertaker
8. 2999 Translator

Practice Questions 2.2

1. 2103 Mudlogger
2. query
3. 7313 Braceman
4. 2107 Limnologist
5. query
6. 8415 Roughneck
7. 4213 Safecracker
8. 2303 Otorhinolaryngologist
9. query

3. CODING MORE COMPLEX OCCUPATION TITLES**CODING MORE
COMPLEX TITLES**

In Lesson 2 you learned how to code the most straight-forward occupation titles; one-word titles where no additional information was required.

Many occupation titles, however, have more than one word, for example:

Building Society Clerk
Advertising Manager
Packaging Machine Operator
Hat Maker
Chemical Engineer

In this lesson you will learn how to deal with such titles.

For the purpose of ASCO coding, occupation titles have two kinds of words:

Basic words
Qualifying words

Occupation titles always contain a basic word and may also contain one or more qualifying words.

3.1 Basic Words**Basic Words**

When the title to be coded contains two or more words, you must first identify the basic word. In most cases this is not difficult.

The *basic word* is the single word (noun) which can stand alone as the title of the respondent's occupation.

The basic word is the one-word answer to the question:

What's your occupation?

I'm a Surgeon

All occupation titles contain a basic word. Here are some examples with the basic word in capitals:

Building Society CLERK
Advertising MANAGER
Packaging Machine OPERATOR
Hat MAKER
Chemical ENGINEER
BRICKLAYER
BOOKBINDER

From the examples on the previous page you might think that the basic word is always the last word given in the occupation title. This is not always the case.

For example:

MANAGER of Advertising
 MAKER of Hats
 Apprentice MAKER of Hats
 DIRECTOR, Computing Division

Practice Questions

Practice Questions 3.1

Select the basic word in each of the following occupation titles:

1. Tree lopper
2. Enquiry officer
3. Clerk of courts
4. Taster of wine
5. Part-time computer technician
6. Ticket writer
7. Self-employed craftworker
8. Director of advertising
9. Cadet patent examiner
10. Casual shelf filler

Check your answers when you have finished (see page 2-16).

Qualifying Words

3.2 Qualifying Words

Qualifying words are those words in a title which provide a more specific idea of the occupation by qualifying the basic word. Qualifying words provide a clearer idea of the type of clerk, operator, driver, etc.

Once you have identified the basic word you can ask:

What sort of a are you?

For example:

What sort of a surgeon are you?
 I'm a **brain** surgeon

Hence *Brain* is a qualifying word in the title *Brain Surgeon*.

In the following examples the qualifying words are shown in capitals:

ACCOUNTS Clerk
 MACHINE Operator
 Manager - FRUIT SHOP
 BUS Driver
 TIMBER YARD Labourer

Qualifying words may provide further information about the occupation in terms of:

- the field of knowledge;
- the area of responsibility;
- the place of employment;
- the tools and equipment used;
- the materials worked on;
- the goods and services produced;
- the industry worked in.....etc.

Practice Questions 3.2**Practice Questions**

Select the qualifying words from the following occupation titles:

1. Council labourer
2. Consultant surgeon
3. Junior clerical assistant
4. Service station attendant
5. Contract administrator
6. Engineering consultant
7. Film and television producer
8. Broadcasting engineer
9. Manager - advertising

Check your answers when you have finished (see page 2-16).

3.3 Look-up Titles and Entry Titles**Look-up Titles
and Entry Titles**

The first task in coding titles with two or more words is to **create the look-up title** for which you will search in the *Coding Index*.

The look-up title is created by sorting the words in the title response into the order used in the index entry, as follows:

Basic Word, Qualifying Word(s).

That component of the index entry which comprises the basic word and the qualifying words is known as the *entry title*.

Once you have created the look-up title, you should search the index, under the basic word, for a matching entry title.

All entry titles are indexed under the basic word. For example, you will find over 120 entries under the basic word *Clerk*. Some of these entries are listed on the following page:

Code	Entry title
5503	Clerk, Freight
1201	Clerk, Municipal
5301	Clerk, Reconciliation
5301	Clerk, Payroll
3207	Clerk, Works of

In all cases, the qualifying word(s) appears **after** the basic word and is separated from it by a comma. There are some more difficult cases that require that the look-up title be created by other methods from the one described in this section. These methods are covered in a later lesson.

Exact Matching

3.4 Exact Matching of Entry Titles with Look-up Titles

In order to code a record to an index entry, you must have an **exact match** between the entry title and the look-up title. This means that **all** the words in the entry title must be present in the look-up title.

Here are some typical title responses for which you can create a look-up title and find a matching entry title and code.

Example 1

Title response: Automotive Electrician

In this case, the look-up title is *Electrician, Automotive*.

The entry title *Electrician, Automotive* is an exact match so you may select the associated code (4305).

Example 2

Title response: Water Treatment Plant Operator

In this case there are a few more qualifying words to consider. The look-up title becomes *Operator, Water Treatment Plant*.

If you search the index under *Operator*, you will find the entry title *Operator, Water Treatment Plant* which is an exact match for the look-up title, so you may select the associated code (7399).

Note: although the qualifying words in the entry title must all be present in the look-up title, they do not have to appear in the same order.

Thus, in the above example, you would still have an exact match with the entry title if you had created the look-up title *Operator, Plant Water Treatment*.

It is sometimes necessary, therefore, to search for entry titles with the qualifying words in a different order from that which appears in the look-up title first created.

Practice Questions 3.3 and 3.4

Practice Questions

Create a look-up title and find the matching entry title and code for each of the following:

1. Fire Prevention Officer
2. Taxi Truck Proprietor
3. Security Systems Installer
4. Child-Care Coordinator (note: ignore the hyphen)
5. Plant Attendant-Incinerator
6. Milk Tanker Driver
7. Clinical Laboratory Scientist

Check your answers when you have finished (see page 2-17).

3.5 Extraneous Qualifying Words

Extraneous Words

In the examples looked at so far, **all** the qualifying words in the look-up title have been present in the entry title.

However, it is possible to have an exact match when the look-up title contains additional qualifying words which do not appear in the entry title. In many such cases the additional qualifying words are unnecessary for determining the correct unit group code. These are referred to as extraneous qualifying words.

Here are some examples of exact matches where the look-up title contains additional qualifying words.

Example 1

Title response: First class welder

In this case the look-up title is *Welder, First Class*. The entry title *Welder* should be selected even though it contains no qualifying words. This match is permitted because there are no other entries under *Welder* containing any of the qualifying words given in the title response.

Example 2

Title response: Optical Lens Grinder

Here the look-up title is *Grinder, Optical Lens*. The index entries under the basic word *Grinder* are:

4999	Grinder, Optical
4999	Grinder, Precision/ <u>glass</u>
4213	Grinder, Precision/ <u>meta</u> l
4213	Grinder, Saw
4213	Grinder, Tool

You will see that all these entries contain **one** qualifying word. Two entries additionally contain a *supplementary description*. This follows the

entry title and is separated from it by a slash [/]. Entries with supplementary descriptions are dealt with in the next lesson.

Since *optical lens* does not appear in any entry title, you need to look for an entry title containing one of these qualifying words. You may select *Grinder, Optical* even though there is an extra word in the look-up title. As in Example 1, **you have an exact match because all the words in the entry title are present in the look-up title.**

Example 3

Title response: Chief Studio Hand

Here the look-up title is *Hand, Chief Studio*. Again there is no entry under the basic word which contains both qualifying words. There is, however, an entry title *Hand, Studio* (code 8999) which you may select.

Remember: you have an **exact match** if the basic word and all the qualifying words **in the entry title** are present in the look-up title.

Any qualifying words in the look-up title which you do not need to obtain a match with an entry title are called *extraneous words*.

Generally, you should select the entry title which includes the **most** words from the look-up title.

For example, the look-up title *Surveyor, Health* should be matched with the entry title *Surveyor, Health*, not *Surveyor*.

Likewise the look-up title *Surveyor, Public Health* should be matched with the entry title *Surveyor, Health* since there is no entry title which contains both qualifying words.

Note: Some qualifying words given by respondents are **always extraneous** in coding to the unit group level of ASCO. These are listed in 3.5.1 below. For the significance of underlined supplementary information, see the discussion in 4.3.

Always Extraneous Words

3.5.1 Qualifying Words Which Are Always Extraneous

Some words, when given as qualifying words, are **always extraneous**. These are mostly concerned with occupational status or with the fact that the tasks of an occupation are still being learned.

A list of words which are **always extraneous**, though frequently used by respondents, is given below:

Acting	Permanent	Skilled
Apprentice	Principal	Student
Cadet	Professional	Temporary
Casual	Qualified	Trained
Contract	Relief	Trainee
Head	Relieving	Unqualified
Junior	Seasonal	Unskilled
Part-time	Self-employed	Volunteer

The words in the always extraneous word list are never used in the index as qualifying words so you do not need to include them in the look-up title.

For example:

Title Response	Look-up title
Relief teacher	Teacher
Trainee locomotive driver	Driver, Locomotive
Junior sales clerk	Clerk, Sales

Only qualifying words in the list above may be ignored. All other words which indicate learning or status (eg. *chief*) should be included in the look-up title.

3.5.2 Other Extraneous Words in the Title Response

Other Extraneous Words

Sometimes other words in the title response do not need to be included in the look-up title because they are either:

- single prepositions, such as *of*, *in* or *for*, which contain no additional information about the occupation, or
- phrases which give additional information but which cannot appear as qualifying words in an entry title due to their grammatical construction. Such phrases usually commence with a preposition.

Although it usually does no harm to include such words or phrases in the look-up title, it will save time if they are recognised as extraneous and excluded from the outset. Here are some examples in which the extraneous word or phrase is underlined:

Title Response	Look-up title
Teacher <u>in a deaf school</u>	Teacher
Maker <u>of hats</u>	Maker, Hat

Note: Although prepositions are often extraneous, they are sometimes legitimate in look-up titles. For example, in the title *Clerk of Courts* the word *of* cannot be deleted without loss of meaning. Hence the entry title appears in the index as *Clerk, Courts, of*.

However, this type of entry title, which contains two commas and ends with a preposition, is rare.

Caution: If you are unsure whether a word or phrase really belongs in the look-up title, it is better to include it. If it is extraneous, you will find this out when you search for a matching entry title.

Of course, a word or phrase in the title response which is not part of the entry title may still be useful in assigning the correct code. It may, for example, provide information about the tasks performed or the industry worked in; such information is often useful in matching a supplementary description. You will learn the rules for matching supplementary descriptions in Lesson 4.

Practice Questions

Practice Questions 3.5

Create look-up titles from the following title responses. Find the matching entry title and write down the code. Where an entry title occurs in two or more index entries, write down all possible codes.

Remember that you do not need to include words in the look-up title which are *always extraneous*. Similarly you do not need to include phrases which, due to their grammatical construction, cannot be part of an entry title.

1. Title response: Paper boy
 Look-up Title: _____
 Entry Title: _____
 Code(s) _____

2. Title response: Stonemasonry machinist
 Look-up Title: _____
 Entry Title: _____
 Code(s) _____

3. Title response: Art gallery attendant
 Look-up Title: _____
 Entry Title: _____
 Code(s) _____

4. Title response: State lotteries agent
 Look-up Title: _____
 Entry Title: _____
 Code(s) _____

5. Title response: Trained youth worker for charity
 Look-up Title: _____
 Entry Title: _____
 Code(s) _____

Check your answers when you have finished (see page 2-17).

3.6 Titles Containing Assistant**Assistant**

The word *assistant* occurs frequently in title responses both as a basic word (*Baker's Assistant*) and as a qualifying word (*Assistant Baker*).

When *assistant* is used as a qualifying word, it usually indicates a person's status in an occupation; hence it is often extraneous for the purpose of matching an entry title.

For example, the look-up title *Baker, Assistant* must be matched with the entry title *Baker*. The code for this entry is 4703. However, the look-up title *Assistant, Baker's* matches the entry title *Assistant, Baker's* and has a different code (8101). The two titles are coded to different unit groups because different tasks are performed.

In creating the look-up title it is important to recognise whether *assistant* has been given as the basic word or as a qualifying word.

Note: A few entry titles (eg. *Secretary, Assistant*) have *assistant* as a qualifying word. In such cases the qualifying word is necessary to determine the correct code; therefore *assistant* cannot always be treated as an *extraneous word*.

Practice Questions 3.6**Practice Questions**

Find the matching entry title and correct code for the following occupation titles:

1. Laundry assistant
2. Assistant gardener
3. Assistant cameraman
4. Glazier's assistant
5. Electoral assistant
6. Assistant in kitchen
7. Kennel assistant
8. Assistant physiotherapist
9. Stonemason's assistant
10. Assistant wigmaker

Check your answers when you have finished (see page 2.17).

Summary

3.7 Summary

The main steps in coding titles with two or more words may be summarised as follows:

1. Identify the **basic word**, then each **qualifying word** to create the **look-up title**. Ignore any qualifying words or phrases which you know to be extraneous.
2. Search under the basic word for a matching **entry title**. All the words in the entry title you select must be present in the look-up title.
3. Select the entry title with the **most qualifying words** from the look-up title.
4. Write the code on the appropriate form.

Answers

3.8 Answers to Practice Questions**Practice Questions 3.1**

1. lopper
2. officer
3. clerk
4. taster
5. technician
6. writer
7. craftworker
8. director
9. examiner
10. filler

Practice Questions 3.2

1. council
2. consultant
3. junior clerical
4. service station
5. contract
6. engineering
7. film and television
8. broadcasting
9. advertising

Practice Questions 3.3 and 3.4

1. 7211 Officer, Fire Prevention
2. 7105 Proprietor, Taxi Truck
3. 4311 Installer, Security Systems
4. 3907 Coordinator, Child Care
5. 7315 Attendant, Incinerator Plant
6. 7105 Driver, Milk Tanker
7. 2109 Scientist, Clinical Laboratory

Practice Questions 3.5

1. Look-up Title: Boy, Paper
Entry Title: Boy, Paper
Code: 6501 or 8999
2. Look-up Title: Machinist, Stonemasonry
Entry Title: Machinist, Stonemasonry
Code: 7419
3. Look-up Title: Attendant, Art Gallery
Entry Title: Attendant, Gallery
Code: 6699
4. Look-up Title: Agent, State Lotteries
Entry Title: Agent, Lotteries
Code: 6599
5. Look-up Title: Worker, Youth
Entry Title: Worker, Youth
Code: 3901

Practice Questions 3.6

1. 8917 Assistant, Laundry
2. 4805 Gardener
3. 3903 Cameraman
4. 8101 Assistant, Glazier's
5. 2999 Assistant, Electoral
6. 8919 Assistant, Kitchen
7. 8999 Assistant, Kennel
8. 2313 Physiotherapist
9. 8101 Assistant, Stonemason's
10. 4927 Wigmaker

USING ADDITIONAL INFORMATION

4. CASES REQUIRING ADDITIONAL INFORMATION

In the previous lessons you learned how to code when the only information required was the occupation title.

The occupation title does not always provide enough information to determine the correct ASCO code. In many cases it is necessary to match task or industry information in the record with a supplementary description in the index entry.

In this lesson you will learn how to deal with those cases for which additional task or industry information is required.

Supplementary Descriptions

4.1 Entries With Supplementary Descriptions

Some entry titles occur in a number of index entries. For example, the title *School Assistant* is used in respect of seven different occupations in which different tasks are performed. Hence each of the seven entries in the block below has a different supplementary description. The supplementary description is separated from the entry title by a slash [/].

5301	Assistant, School/ bookkeeping
5499	Assistant, School/ filing, duplicating or photocopying
8919	Assistant, School/ home economics
3999	Assistant, School/ laboratory
5401	Assistant, School/ library
5103	Assistant, School/ typing
5903	Assistant, School/ except above

As you can see, each entry in the block has a different ASCO code. To select any but the last of these entries, you must match the supplementary description with task information in the record.

You will normally find task information in the task response. Occasionally you will find it in *extraneous* words or phrases given in the title response.

Close Matching Task Information

4.2 Close Matching Task Information

In Lesson 3 we summarised the first three steps in the coding procedure as follows:

1. Identify the basic word and each qualifying word to create the look-up title.
2. Search under the basic word for a matching entry title.
3. Select the entry title with the most qualifying words from the look-up title.

When the matching entry title has a supplementary description containing task information, another step is required before a code can be assigned:

4. Select the supplementary description which **closely matches** task information in the record.

The rules relating to close matching, as opposed to exact matching, do not require that words in the index entry are identical with the words used by the respondent. However, close matching does require that the supplementary description and the response are **close in meaning**.

It is up to you to decide when the supplementary description and the response are sufficiently close in meaning that the code can be applied.

In making your decision, both title and task responses should be considered. The supplementary description may be matched with the task response or with *extraneous* words or phrases used in the title response.

Sometimes the meaning of the words in a response is unclear or ambiguous, or the title and task responses seem contradictory, so that you cannot be certain which, if any, supplementary description is close matching. You should refer these records for query resolution.

However, if the meaning of the supplementary description is unclear, you should ask your supervisor to interpret.

In this lesson you will learn to recognise two types of close matching in which the words given by the respondent **either**:

- **mean the same** as the supplementary description, or
- **belong to a broader category defined** by the supplementary description.

4.2.1 When Task Information Means the Same as the Supplementary Description

Tasks Same As Supplementary Description

Sometimes a word or phrase used by the respondent to describe his or her tasks is identical with a word or phrase used in the supplementary description. However, the supplementary description can be treated as a close match only if the **meaning** of the word or phrase, in each context, is close.

In the following example, the word *brick* in the task response also appears in a supplementary description following the matching entry title.

Example 1

Title response: Acid wash cleaner
 Task response: Scrub bricks with hydrochloric acid

In this case the look-up title is *Cleaner, Acid Wash* and the matching entry title is *Cleaner*.

The three index entries containing this title are:

8499 Cleaner/ brick
 8199 Cleaner/ glass mould
 8301 Cleaner/ except above

Since it is clear from the task response that the respondent cleans bricks, the first of these entries should be selected.

In the next example, a word in the title response, which was *extraneous* for the purpose of matching the entry title, gives a good idea of the tasks performed by the respondent. Although this word does not occur in any supplementary description, one description contains a word which is very similar in meaning.

Example 2

Title response: Weather researcher
 Task response: Developing projections for greenhouse effect

In this case the look-up title is *Researcher, Weather*. This can only be matched with the entry title *Researcher*. The qualifying word *Weather* is extraneous.

Many index entries appear under *Researcher*, each with their own supplementary description. You should look for a close match by searching through the block of entries.

As you do so, you will see that *meteorology* occurs in one of the supplementary descriptions. Since *meteorology* is the study of *weather*, this description may be selected as a close match.

Sometimes you will have to decide whether a phrase (rather than a single word) given by the respondent, means the same as the supplementary description.

Example 3

Title response: Bank Officer
 Task response: Preparing documentation for signature

Here the look-up title is *Officer, Bank*. A large block of index entries appears under this title. As you search through these entries, you will see that two of the supplementary descriptions mention *preparing documents*:

5303 Officer, Bank/ security or share documentation
 5907 Officer, Bank/ preparing or searching legal documents

While either of these entries could apply to the respondent, there is no evidence in the record that either mortgage or legal documents are being prepared. The respondent could almost as easily be a typist, an accountant or something not mentioned in the block of entries. This record, therefore, should be referred for query resolution.

4.2.2 When Task Information Belongs to a Broader Category Defined by the Supplementary Description

Tasks Belonging to a Broader Category

Here we are concerned with tasks performed by the respondent which belong to a broader category of tasks described in the supplementary description.

Example 1

Title response: Technical Officer
Task response: Preparing X-ray plates for hospital

You will find many index entries under *Officer, Technical*. Look carefully at each supplementary description to see if it closely matches task information in the record.

None of these supplementary descriptions has precisely the same meaning as the task response though one indicates that the tasks performed are *medical*. Clearly *preparing X-ray plates for a hospital* is a medical task which belongs to the broader category defined in the supplementary description; therefore you would select:

3101 Officer, Technical/ medical

Example 2

Title response: Sampler
Task response: Testing iron and zinc

Two *Samplers* are included in the index:

8109 Sampler, Wool
8415 Sampler/ mineral ore

You have an exact match with the second entry title. Since iron and zinc are types of mineral ore, you have a close match on task and should select that entry.

Example 3

Title response: Cutter for fashion designer
Task response: Cutting out shirts

Here the look-up title you would create is *Cutter*. The words *for fashion designer* are extraneous. You will find many index entries under *Cutter*. Most have a qualifying word so you cannot select these.

At the bottom of the list, however, you will find a few entries containing the one-word title *Cutter* followed by a supplementary description.

Examine each of these entries to see if the supplementary description matches the task information given by the respondent.

The entry *Cutter/ garment* provides a close match for the task response. Since shirts are a type of garment, the respondent's task clearly belongs to the broader category defined in the supplementary description.

Note: If the record above had no task response, you would still have a close match with the entry *Cutter/ garment* because the *extraneous* phrase in the title response indicates the type of tasks performed.

Practice Questions

Practice Questions 4.2

Find the matching entry and code for the following records or write *query* if there is no matching entry.

1. Title response: Cutter
Task response: Cutting cardboard
2. Title response: Sales demonstrator
Task response: Advertising new products in store
3. Title response: Paper folder
Task response: Getting paper ready for bookbinding
4. Title response: Bus navigator
Task response: Navigating for bus driver
5. Title response: Picker
Task response: Selecting hardware goods for orders
6. Title response: Tallyman
Task response: -
7. Title response: Underwriter
Task response: Assessing and reinsuring financial loans

Check your answers when you have finished (see page 2-28).

**Close Matching
Industry Information**

4.3 Close Matching Industry Information

When text in the supplementary description is underlined you may use **industry and employer responses**, as well as title and task responses, to obtain a close match.

Underlined text, therefore, may be matched with any of the following:

- industry response;
- employer response;
- task response; and
- *extraneous* words or phrases in the title response (ie. words or phrases not used in matching the entry title).

The procedure for matching underlined text is the same as for matching any supplementary description. The underlined words do not have to be identical with the words in the response. However, the words in the response should either **mean the same** as the underlined text or should **belong to the category defined by** the underlined text.

Caution: Industry and employer responses should **never** be used for matching text which is not underlined. Although research has shown that industry information is sometimes useful in determining the correct code, it will often produce the wrong code if used indiscriminately.

If industry information appears to contradict information provided in the title or task response, the industry information should not be used.

Practice Questions 4.3

Practice Questions

Code the following records. If query resolution procedures are required, write *query*. You may use industry and employer responses where supplementary descriptions are underlined.

1. Title response: Balanceman
Task response: Checking tyres
Industry response: Manufacturing
Employer response: A.B.Brown P/ L
2. Title response: Curator
Task response: Supervising staff and administration
Industry response: Fine Arts
Employer response: NSW Art Gallery
3. Title response: Engineer
Task response: Engineering
Industry response: Power Generation
Employer response: SECV
4. Title response: Finisher in factory
Task response: Checking garments before packing
Industry response: Garment
Employer response: Better Fashions P/L
5. Title response: Senior purser
Task response: Supervising airline staff, checking schedules
Industry response: Aviation
Employer response: -
6. Title response: Clerk
Task response: Clerical
Industry response: Insurance
Employer response: SGIO

7. Title response: Repairer
Task response: Mechanical repairs
Industry response: Transport
Employer response: Newman's Bus Co. P/L
8. Title response: Casual timber stacker
Task response: Stacking timber
Industry response: Timber
Employer response: -
9. Title response: Tiler
Task response: Laying tiles
Industry response: Building
Employer response: J. Jones & Co.

Check your answers when you have finished (see page 2-28).

Two or More Supplementary Descriptions

4.4 Entries with Two or More Supplementary Descriptions

Some index entries have two (or occasionally more) supplementary descriptions, each of which must be matched with additional information in the record.

In these entries each supplementary description after the first is preceded by a semi-colon [;]. The first description is preceded, as usual, by a slash [/].

Here are two index entries of this type:

Manager, Branch/ insurance office; selling
Manager, Branch/ insurance office; supervising staff, administration

To match a record with either of these entries, you must have an exact match on title and a close match on two pieces of supplementary information.

In each case, you must have evidence that the respondent works in an insurance office. This evidence can be obtained from the title, task, industry or employer response.

Additionally, to match the first entry, you must have task information that matches *selling*. This evidence can only be obtained from the title or task response.

Likewise to match the second entry, you must have evidence that the respondent's tasks fit into the broader category of *supervising staff or administration*.

Note: This last supplementary description is used throughout the *Coding Index* to refer to a broad class of tasks which may be loosely described as *managerial*. Managerial tasks are extremely difficult to define in the few words permitted in an index entry. However, supervision of staff and

administration are amongst the most commonly mentioned tasks performed by managers. Other managerial tasks sometimes mentioned by respondents include *managing, operating or running the business*. All such responses may be regarded as a close match for the supplementary description *supervising staff, administration*.

4.5 Single Basic Word Without a Match

Single Basic Word Without a Match

In Lesson 3 you learned that all words in the entry title you select must be present in the look-up title. There is, however, one situation in which this rule is waived, as you will now learn.

Sometimes the look-up title consists of a single basic word. Even when this basic word is found in the index, there may be no matching entry, because:

- there is no entry without qualifying words, or
- the entries without qualifying words have supplementary descriptions which do not match the additional information in the record.

Since there is no matching entry, you are permitted to search under the basic word for a **qualifying word which closely matches the respondent's tasks**. If the qualifying word is underlined, you may also look for close matching information in the industry and employer responses.

In each of the next two examples, a one-word look-up title is created. The look-up title can be matched with an entry title containing a qualifying word because the qualifying word closely matches task information in the record.

Example 1

Title response: Cutter
Task response: Cutting slate for tiles

Here the look-up title is *Cutter*. Although this one-word title occurs in a few index entries, none has a supplementary description which matches the task information in the record.

However, many index entries under *Cutter* have a qualifying word. Look through all the entries for a qualifying word which closely matches task information in the record. You will find the following entry:

7419 Cutter, Stone

Because slate is a kind of stone, you may select this entry. The qualifying word defines the wider category to which the material described in the task response belongs. Since the qualifying word is underlined, you would also be permitted to search industry and employer responses for close matching information.

Example 2

Title response: Clerk
Task response: Budgeting

Again none of the supplementary descriptions associated with the one-word entry title is a suitable match. However, the task response closely matches the qualifying word in the following entry:

5301 Clerk, Budget

Remember: This sort of matching is only allowed when the look-up title consists of a **single basic word**. The same entry could not be used to match the following record:

Title response: Company Clerk
Task response: Budgeting

In this case the look-up title is *Clerk, Company* but there is no matching entry title. You cannot ignore the qualifying word *company* in order to match the record with *Clerk, Budget* so the record becomes a query.

Note: Look-up titles consisting of a single basic word may be created by excluding qualifying words which are *always extraneous*.

Practice Questions**Practice Questions 4.4 and 4.5**

Code the following records. Remember to exclude *always extraneous* words (see 3.5.1) when creating the look-up title.

1. Title response: Installer
Task response: Putting new awnings on houses
2. Title response: Part-time dealer
Task response: Selling Amway
3. Title response: Clerk - casual
Task response: Sorting books in library
4. Title response: Clerk
Task response: Working out rosters
5. Title response: Editor
Task response: Editing videotapes
6. Title response: Qualified engineer
Task response: Involved in chemical engineering research
7. Title response: Labourer
Task response: Bricklaying work

8. Title response: Knitting machinist
Task response: Operating machine
9. Title response: Self-employed manager
Task response: In charge of sawmill
10. Title response: Operator
Task response: Driving a backhoe
11. Title response: Serviceperson
Task response: Working on line
Industry response: Communications
Employer response: Telecom
12. Title response: Part-time technician
Task response: Research in laboratory
Industry response: Scientific research
Employer response: -
13. Title response: Representative
Task response: Selling, public relations
Industry response: -
Employer response: Ajax Insurance Co.
14. Title response: Repairer - self-employed
Task response: Repairing televisions
Industry response: Electrical
Employer response: Own business
15. Title response: Apprentice mechanic
Task response: Mechanical repairs
Industry response: Vehicle
Employer response: Brown Auto Repairs
16. Title response: Inspector
Task response: Checking cars
Industry response: Vehicle
Employer response: Ford Motor Co. Ltd

Check your answers when you have finished (see page 2-29).

4.6 Summary

Summary

Additional information is required for coding when two or more occupations have the same title. In such cases, you must look for a supplementary description which matches additional information in the record.

Usually you will find this additional information in the task response. Occasionally you will find it in the title response.

You may obtain additional information from the industry or employer response **but only** if the supplementary description is underlined.

You should not select an entry with a supplementary description unless that description **closely matches** additional information in the record.

For a close match the words in the response do not have to be exactly the same as the words in the supplementary description. However, the words in the response must either:

- **mean the same as** the words in the supplementary description;
or
- refer to something **belonging to a broader category defined** by the words in the supplementary description.

Exceptionally, where the look-up title consists of a single basic word and there is no matching index entry, you may use task (or sometimes industry) information to match qualifying words in the entry title.

In general, you should not use industry or employer responses for matching any part of an index entry unless that part of the entry is underlined.

Answers**4.7 Answers to Practice Questions****Practice Questions 4.2**

1. 7415 Cutter/ papermaking or paper products industries
2. 6599 Demonstrator/ sales
3. 4507 Folder/ bookbinding
4. query
5. query
6. query
7. 6103 Underwriter/ insurance

Practice Questions 4.3

1. 7409 Balanceman/ tyre manufacture
2. 2999 Curator/ museum or art gallery
3. query
4. 8109 Finisher/ clothing except furs, shoes or boots
5. 6609 Purser/ aircraft
6. query
7. 4601 Repairer/ motor vehicles
8. query
9. query

Practice Questions 4.4 and 4.5

1. 8401 Installer, Awnings
2. 6501 Dealer, Amway
3. 5401 Clerk, Library
4. 5905 Clerk, Roster
5. 2811 Editor, Videotape
6. 2207 Engineer, Chemical
7. 8101 Labourer, Bricklayer's
8. 7425 Machinist, Knitting
9. 1601 Manager, Sawmill
10. 7201 Operator, Backhoe
11. 4311 Serviceperson, Line/ Telecom
12. 3103 Technician, Laboratory/ science
13. 6103 Representative, Insurance
14. 4313 Repairer, Television
15. 4601 Mechanic, Motor
16. 8109 Inspector, Vehicle/ assembly line

**SOME SPECIAL
FEATURES OF THE
CODING INDEX**

5. SOME SPECIAL FEATURES OF THE CODING INDEX

In this lesson you will learn about common abbreviations used in the index, the use of some special index entries, and the purpose of the *ASCO Coding Index: Numerical Order*.

Abbreviations

5.1 Abbreviations Used in the Index

A number of common abbreviations are used in the index. Sometimes these abbreviations occur in records with full stops (eg. T.A.B.) and sometimes without. In the index, the full stops are usually left out.

Some of the abbreviations used in the index are:

ADP	Automatic Data Processing
APS	Australian Public Service
ASO	Administrative Service Officer
CAE	College of Advanced Education
ECG	Electrocardiograph
EDP	Electronic Data Processing
EEG	Electroencephalograph
SEN	State Enrolled Nurse
SRN	State Registered Nurse
TAB	Totalisator Agency Board
TAFE	Technical and Further Education
VDU	Visual Display Unit

The acronym *NAI* is used throughout the *Coding Index* to mean *No Additional Information*. The use of entries containing *NAI* is explained in 5.2.2 below.

Default Entries

5.2 Default Entries

The *Coding Index* contains many large blocks of entries. A *block* is a group of entries each with the same entry title but a different supplementary description.

Some blocks include a *default entry* that contains the phrase *except above* or the acronym *NAI* in the supplementary description field.

In this section, you will learn how to select a default entry when you have an exact match with an entry title but can find no supplementary description which matches the additional information in the record.

5.2.1 Except Above Entries**Except Above**

In many blocks the phrase *except above* appears in the supplementary description field of the last entry. This entry is selected when no other entry in the block can be matched with the additional information in the record.

Here is a fairly small block of entries with task information in the supplementary description field. You will see that the last entry in the block is an *except above* entry.

Officer, Mail/ delivery
Officer, Mail/ sorting
Officer, Mail/ except above

The *except above* entry is required for the following records:

Example 1

Title response: Mail officer
Task response: Putting handbills in envelopes

The supplementary descriptions *delivery* and *sorting* do not match the task information in this record. The *except above* entry must therefore be selected.

Example 2

Title response: Mail officer
Task response: -

There is no task information at all in this record so the *except above* entry, again, must be selected.

In general, when selecting an *except above* entry, you must be sure that a match with another entry from the same block is not possible. If the meaning of task or industry information in the record is not clear, you should **not** choose the default entry. Instead you should refer the record for query resolution.

Again, you should not choose the *except above* entry when you do not know how to interpret a supplementary description. In such a case, you should ask your supervisor to explain its meaning.

5.2.2 NAI Entries**NAI Entries**

Some blocks include a default entry containing *NAI* in the supplementary description field. This acronym, meaning *No Additional Information*, is always followed by a phrase in brackets specifying the type of information which you must look for in the record.

Two examples of such NAI entries are:

Clerk, Claims/ NAI (about type of claims)
 Driver/ NAI (about type of vehicle)

You should only select an NAI entry when the record has no additional information of the type specified in brackets.

Example 1

Title response: Truck Driver
 Task response: Driving truck
 Industry response: Mining
 Employer response: ABC Industries

You will find an exact match for the look-up title *Driver, Truck*. The title occurs in the following index entries:

Driver, Truck/ forklift
 Driver, Truck/ road transport
 Driver, Truck/ underground
 Driver, Truck/ NAI (about type of truck)

To select any but the last of these entries, you must find additional information in the record about the type of truck. For example, in order to be able to select *Driver, Truck/ road transport*, you must check the industry and employer responses, as well as the title and task responses, to see whether you have a close match with *road transport*.

Since there is no information about the type of truck in the above record, you must select the NAI entry.

Note: when the phrase *NAI (about.....)* is underlined, you cannot select the index entry until you have checked all four responses for additional information.

Example 2

Title response: Service Station Manager
 Task response: Running business, operating Dynatune franchise

Here you will find an exact match for the title but must check task information before you can select any entry in the block:

Manager, Service Station/ repairing or servicing vehicles
 Manager, Service Station/ selling or serving
 Manager, Service Station/ supervising staff, administration
 Manager, Service Station/ NAI (about specific tasks)

At first glance none of the supplementary descriptions is an obvious match for the task response. You cannot select *repairing or servicing vehicles* because there is no evidence that the respondent does this personally. For the same reason, you cannot select *selling or serving*.

In this case you cannot select the *NAI* entry because there is some information about the person's tasks. Although there is no direct mention of *supervising staff* or *administration* in the person's record, you can select *Manager, Service Station/ supervising staff, administration* because the supplementary description broadly covers the tasks described by the respondent. Remember that this supplementary description covers a broad range of managerial tasks including *supervision of staff, administration and managing, operating or running* a business, company or department.

When a record contains information of the type specified in the *NAI* entry but you cannot match that information with any supplementary description, you should refer the record for query resolution.

Practice Questions 5.2**Practice Questions**

Write down the matching entry and code for the following records:

- | | |
|--------------------|-------------------|
| Title response: | Market researcher |
| Task response: | Doing research |
| Industry response: | Market research |
| Employer response: | A.P. Associates |
- | | |
|--------------------|--------------------------------|
| Title response: | Aircraft loader |
| Task response: | Offloading baggage from planes |
| Industry response: | Aviation |
| Employer response: | Airlines Pty Ltd |
- | | |
|--------------------|----------------------------|
| Title response: | Auditor |
| Task response: | Electronic data processing |
| Industry response: | - |
| Employer response: | Smith & Jones. |
- | | |
|--------------------|-------------------|
| Title response: | Dentist |
| Task response: | Treating patients |
| Industry response: | Dentistry |
| Employer response: | W.P. Jones. |
- | | |
|--------------------|------------------|
| Title response: | Draftsperson |
| Task response: | Drafting |
| Industry response: | Design |
| Employer response: | Graphics Pty Ltd |
- | | |
|--------------------|-----------------------|
| Title response: | Track layer |
| Task response: | Laying railway tracks |
| Industry response: | Railway |
| Employer response: | - |
- | | |
|--------------------|-------------------------------|
| Title response: | Chef |
| Task response: | Preparing meals in restaurant |
| Industry response: | Hospitality |
| Employer response: | The Bread Basket Inn |

8. Title response: Promotions Manager
Task response: Promoting and selling new products
Industry response: Manufacturing kitchenware
Employer response: Self-employed
9. Title response: Nutritionist
Task response: Designing diets for veterinary patients
Industry response: -
Employer response: Springfield Veterinary Hospital
10. Title response: Postal Officer
Task response: Selling stamps and postal goods
Industry response: -
Employer response: G.P.O.
11. Title response: Canteen Assistant
Task response: Making sandwiches
Industry response: Catering
Employer response: A.B. Catering Services
12. Title response: Associate in Engineering
Task response: Working on plans
Industry response: Engineering
Employer response: Brown and Sons Engineering Co.
13. Title response: Teacher
Task response: Teaching handicapped students
Industry response: Education
Employer response: The Grange School
14. Title response: Machine Operator
Task response: Tending machines in factory
Industry response: Manufacturing
Employer response: A.F. Holdings P/L
15. Title response: Bacteriologist
Task response: Research/ testing
Industry response: Research
Employer response: University

Check your answers when you have finished (see page 2-43).

**Blocks of Entries
with Both *NAI* and
*Except Above***

5.3 Blocks of Entries with Both *NAI* and *Except Above*

Some blocks of index entries contain both an *NAI* entry and an *except above* entry.

For example:

Merchandise/ demonstrating products, not selling
Merchandise/ selling
Merchandise/ *NAI* (about specific tasks)
Merchandise/ *except above*

Now look carefully at the following two records to see which entry you would select:

Example 1

Title response: Merchandiser
Task response: -

Example 2

Title response: Merchandiser
Task response: Merchandising

In each case the *NAI* entry should be selected because no specific tasks have been given. In the first example there is no task information at all. In the second example, the task response merely repeats information in the look-up title.

Now look at another example:

Example 3

Title response: Merchandiser
Task response: Packing goods

In this case you would select the *except above* entry because:

- there is no indication that the respondent is *demonstrating products* or *selling*; and
- the task response contains information about a specific task, *packing goods*, and hence does not match the *NAI* entry.

Practice Questions 5.3

Practice Questions

Write down the matching entry and code for the following records:

1. Title response: Design engineer
Task response: -
Industry response: Engineering
Employer response: Fred Evans Engineering Works
2. Title response: Electrical installer
Task response: Installing domestic appliances
Industry response: -
Employer response: Own business
3. Title response: Painter
Task response: House painting
Industry response: Construction
Employer response: Brown's Construction Pty Ltd

4. Title response: ASO Class 7
 Task response: Managing and supervision
 Industry response: Public Service
 Employer response: Department of Transport
5. Title response: Lecturer
 Task response: Lecturing in mathematics
 Industry response: Education
 Employer response: NSW Education Dept.

Check your answers when you have finished (see page 2-43).

Proscribed Tasks

5.4 Entries Proscribing Specific Tasks or Activities

Some supplementary descriptions use the words *not* or *except* in describing certain proscribed tasks or activities (ie. tasks or activities which should **not** be performed).

For example:

Assistant, Sales/ shelf or fridge filling **not** selling or serving
 Labourer, Construction/ paving **except** concreting

These entries may **not** be selected when there is mention of the proscribed task in the title or task response.

To select the first of these entries, therefore, not only must shelf or fridge filling be mentioned as a task but there must be **no mention** of *selling* or *servicing* (or of task words that mean the same).

Similarly, to select the second entry, some type of *paving* should be mentioned as a task but there should be no mention of *concreting*. You would select this entry if you had a record of the following type:

Title response: Construction labourer
 Task response: Paving and tiling

Sometimes the proscribed activity is **industry** rather than **task** related. This means that you must check the industry and employer responses, as well as the title and task responses, to ensure that there is no mention of the proscribed activity. In such a case the proscribed activity is underlined, as in the examples below:

Operator, Blender/ chemicals **except** explosives, oil or glue
 Polisher/ stone **except** gemstone

Occasionally respondents give two or more tasks, one of which is mentioned as a proscribed task in the block of matching entry titles. Here is an example of such a record:

Title response: Sales assistant
 Task response: Cooking lunches and counter sales

In this case, you could not select the following entry because *counter sales* closely matches *selling* which is a proscribed task:

Assistant, Sales/ cooking not selling or serving

You could, however, select another entry in which *selling* is mentioned but there is no proscribed task:

Assistant, Sales/ selling or serving

Practice Questions 5.4**Practice Questions**

Write down the matching entry and code for the following records. Write *query* if you cannot find a matching entry.

- Title response: Repairer
Task response: Repairing mechanical plant on roadworks
Industry response: Council
Employer response: -
- Title response: Construction Worker
Task response: Carrying bricks
Industry response: Construction
Employer response: Contracting Co.
- Title response: Polisher
Task response: Polishing granite
Industry response: Ferguson's Granite Works
Employer response: Own Business
- Title response: Researcher
Task response: Scientific research
Industry response: -
Employer response: Hi-Tech Laboratories
- Title response: Patrolman
Task response: Checking tracks
Industry response: Railway
Employer response: Govt. Railways
- Title response: Governess on sheep station
Task response: Looking after children
Industry response: -
Employer response: Easinider Pastoral Company
- Title response: Service Station Attendant
Task response: Cleaning cars
Industry response: Automobile service and repair
Employer response: Servpetro Company

8. Title response: Shop Assistant
 Task response: Packing groceries
 Industry response: Retail
 Employer response: Cheaper Food Company

Check your answers when you have finished (see page 2-44).

Directive Entries

5.5 Directive Entries

Directives appear at the end of some index entries and contain special instructions to the coder.

There are two types of directive in the index:

- *Code to...*[another basic word or entry title]; and
- *Disregard* [the] *Title*.

Directives may appear after an entry title or after a supplementary description. They are always preceded by a colon [:].

Whenever you find a directive in an index entry, you will see up to four question marks in the code field, indicating that some or all of the four-digit code is unknown.

Code to ...

5.5.1 Code to ...[another basic word or entry title]

To keep the total number of index entries to a minimum, certain entries instruct you to look for a code elsewhere in the index.

These entries can be recognised by the phrase *Code to...* This is always followed by a basic word or entry title which you must use to create a new look-up title.

Here are some typical *Code to* entries:

Worker, Canteen: Code to Assistant, Canteen
 Operator, Snack Bar: Code to Manager, Shop
 Assistant, Office: Code to Clerk
 Manager, Grocery/ supermarket: Code to Assistant, Sales
 Manager, Grocery/ except above: Code to Manager, Shop

When creating the new look-up title you should include any qualifying words which were extraneous for the purpose of matching the first entry title. (This, of course, does not apply to qualifying words which are *always extraneous*).

Example 1

Title response: Forestry Technical Assistant
 Task response: Working on reafforestation program

Here the look-up title, *Assistant, Forestry Technical*, matches the entry title *Assistant, Technical* in the following block of index entries:

Assistant, Technical/ CSIRO; NAI (about type of research)
Assistant, Technical/ patent attorney
Assistant, Technical/ technical college or CAE
Assistant, Technical/ except above: Code to Technician

As you can see, the qualifying word *Forestry* is extraneous for the purpose of matching this entry title.

Additional information in the title and task responses does not match any of the supplementary descriptions in the first three entries so you must select *Assistant, Technical/ except above: Code to Technician*.

This entry, however, has four question marks in the code field and a *Code to* directive. This directive requires you to create a new look-up title by replacing the words in the matching entry title, *Assistant, Technical*, with the basic word *Technician*.

Using the original extraneous qualifying word, you can create a new look-up title *Technician, Forestry*. You will find a matching entry with the code 3103.

Example 2

Title response: Council Labourer
Task response: Digging trenches with a backhoe

Here you have an exact match with the entry title *Labourer, Council* which appears in several index entries. *Digging trenches* or *operating a backhoe* is not mentioned in any of the supplementary descriptions. However, these tasks belong to the broader category of tasks defined by the supplementary description in the following entry:

Labourer, Council/ driving or operating machinery or plant: Code to Operator

The directive in this entry requires you to create a new look-up title by replacing the entry title *Labourer, Council* with the basic word *Operator*.

In this case there are no qualifying words to include in the new look-up title. Therefore you should try to match the task response with qualifying words which appear under *Operator* in the index.

The index contains a large number of entries under *Operator*. If you search through the entries, you will soon find *Operator, Backhoe*. This entry has a four-digit code which you can assign to the record.

Disregard Title**5.5.2 Disregard Title**

This directive means that the entry title you have selected does not provide any useful information about the respondent's occupation and you must try to create a new look-up title. There are a number of procedures you can use to create a new look-up title.

First you must check to see if a second look-up title has been given in the title or task response.

Example 1

Title response: Public servant
Task response: Tax assessor

Using the look-up title *Servant, Public* you will find a matching entry with the directive *Disregard Title*.

This means you should create a new look-up title using the title in the task response. You will find a matching entry title *Assessor, Taxation*.

Example 2

Title response: Army Captain, Instructor
Task response: Instructing in navigation

Using the look-up title *Captain, Army* you will find the following two entries with a matching entry title:

Captain/ defence forces: managerial tasks specified
Captain/ defence forces: except above: Disregard Title

You cannot select the first of these entries because the tasks specified in the record are not managerial (remember that managerial tasks include *supervision of staff, administration and managing, operating or running a business, company or department*). However, you can select the *except above* entry.

Since this entry instructs you to *Disregard [the] Title*, you must create a new look-up title. In this case you should use the second title, *Instructor*, given in the title response. You will find the following matching entry:

Instructor/ defence forces

Caution: You should never use information from the industry or employer response to create a new look-up title.

If you are instructed to disregard a title and the record does not contain a second title, you should try to create a look-up title from task information. You will learn how to do this in Lesson 6.

Practice Questions 5.5

Practice Questions

Code the following records. When you follow a directive, write down the new matching entry:

1. Title response: Assistant in Supermarket
Task response: Operating checkout
2. Title response: Building Contractor
Task response: Installing wall and roof insulation
3. Title response: Public Servant
Task response: Clerical Work
4. Title response: Biological Experimental Officer
Task response: Research in plant nutrition
5. Title response: Plant Operator
Task response: Driving underground truck

Check your answers when you have finished (see page 2-44).

5.6 The Numeric Index

Numeric Index

The *ASCO Coding Index: Numerical Order* (usually known as the *Numeric Index*) is designed to help you accept or reject entries with a supplementary description when you are unsure of the closeness of the match.

This index contains the same entries as the *ASCO Coding Index* but groups them in the numerical order of their codes rather than alphabetically.

The *Numeric Index* can help you decide whether a code is appropriate for a particular record by allowing you to see all the entries which bear the same code.

Note: This index should not be used to accept or reject codes ending in 99 as these codes apply to residual categories in ASCO which are less consistent in their make-up.

Here is a record for which the *Numeric Index* can help confirm the correct code:

- Title response: Technical Officer
Task response: Analysing blood samples in pathology laboratory

Using your *ASCO Coding Index* in the usual way, you will find that none of the supplementary descriptions under *Officer, Technical* mentions blood or pathology. Several entries, however, contain descriptions which look fairly close in meaning.

For example:

3101 Officer, Technical/ medical
3103 Officer, Technical/ science

Since we are unsure of the closeness of the match we must check the other index entries coded to 3101 and 3103.

First search the *Numeric Index* for entries listed under code 3103. All these entries have the same code as *Officer, Technical/ science*. Some have other basic words (eg.. *Technician, Technologist*) which are similar in meaning to *Technical Officer*. However, none contains any information which is specifically related to *pathology or analysing blood samples*. So we can reject the code 3103.

Now look in the *Numeric Index* under code 3101. All entries with the same code as *Officer, Technical/ medical* are listed here. You will see that *Technician, Pathology* appears in this list. This entry confirms our view that *pathology* belongs to the broader field of knowledge defined by the word *medical*. You can select *Officer, Technical/ medical* as a matching entry and assign code 3101 to the record.

Summary

5.7 Summary

Except above is a default entry which should be selected when:

- the look-up title matches the entry title; and
- additional information in the record does not match any of the other supplementary descriptions in the block of entries.

The *NAI* entry is a default entry which should be selected when:

- the look-up title matches the entry title; and
- the record does not contain any information of the type specified in the *NAI* statement.

Some default entries contain two or more supplementary descriptions. To select such an entry, you must ensure that any supplementary descriptions in the default entry, which precede the *NAI* or *except above* statement, are closely matched by additional information in the record.

When the *NAI* or *except above* statement is underlined, you must check the industry and employer responses, as well as the title and task responses, for matching information.

Proscribed tasks or activities are mentioned in some supplementary descriptions. These descriptions can be recognised by the fact that they contain the word *not* or *except*. You should select these entries only if there is no mention in the record of the proscribed task or activity.

Directives appear at the end of some index entries after a colon.

1. The *Code to...* directive requires you to create a new look-up title incorporating the basic word or entry title given in the directive.
2. The directive *Disregard Title* means that the entry title does not provide any useful information about the respondent's occupation. You should look for a second title in the record or create a new look-up title from task information (see Lesson 6).

The *ASCO Coding Index: Numerical Order* helps you to find the correct code for a record when you are not sure whether the additional information matches a particular supplementary description. You may use the *Numeric Index* to view all index entries with the same code as the entry you are considering as a possible match for the record.

5.8 Answers to Practice Questions

Answers

Practice Questions 5.2

1. 2907 Researcher, Market/ except above
2. 8903 Loader, Aircraft/ except above
3. 2707 Auditor/ E.D.P.
4. 2305 Dentist/ except above
5. 3200 Draftsperson/ NAI (about specific tasks)
6. 8413 Layer, Track/ railway line or tramline; except above
7. 4705 Chef/ except above
8. 6201 Manager, Promotions/ selling tasks
9. 2107 Nutritionist/ animal
10. 5909 Officer, Postal/ except above
11. 8919 Assistant, Canteen/ kitchen work
12. 3200 Associate, Engineering/ NAI (about type of engineering)
13. 2407 Teacher/ compulsory education system; remedial or handicapped; NAI (about level)
14. 7000 Operator, Machine/ NAI (about type of machine)
15. 2107 Bacteriologist/ except above

Practice Questions 5.3

1. 2200 Engineer, Design/ NAI (about type of engineering)
2. 4309 Installer, Electrical
3. 4405 Painter/ buildings
4. 1313 ASO/class 7-8 APS; NAI (about function of section, branch or div.)
5. 2500 Lecturer/ education system; NAI (about type of institution)

Practice Questions 5.4

1. 4103 Repairer/ mechanical plant except vehicles
2. 8499 Worker, Construction/ except above
3. 7419 Polisher/ stone except gemstone
4. query
5. 8413 Patrolman/ railway except security
6. 6601 Governess/ childcare, not teaching
7. 8301 Attendant, Service Station/ car cleaning, not lubes or repairs
8. 8105 Assistant, Shop/ packing not selling or serving

Practice Questions 5.5

1. 6403 Assistant, Sales/ checkout not selling or serving
2. 8401 Installer, Insulation
3. 5000 Clerk/NAI (about specific tasks)
4. 2107 Researcher/ biological sciences except medical
5. 7201 Operator, Truck/ underground

6. DIFFICULT AND UNUSUAL CASES

DIFFICULT AND UNUSUAL CASES

Identifying the look-up title is the first step in coding. In most cases this is a simple procedure as most respondents give a proper title in response to the title question.

In a few cases, however, it is necessary to create a look-up title using different information. This need arises when the title is given in response to the task question or when the record contains task but no title information.

In this lesson you will learn how to deal with such records and with some other unusual cases which require the look-up title to be created by a different method.

6.1 Title Given in Task Response

Title Given In Task Response

Occasionally, a respondent will answer the title question with task information, and the task question with title information.

For example:

Title response: Carting soil to building sites
Task response: Truck Driver

In such a case you should create the look-up title from the task response. In the example above, you would use *Driver, Truck* as the look-up title and treat *Carting soil to building sites* as additional task information.

In other cases the title response is left blank or the response contains information other than the occupation title or task. However, you may find that a genuine title has been given in response to the task question.

For example:

Title response: Ford Factory
Task response: Vehicle Spray Painter

Here the title response contains the name of the employer but the occupation title is given in response to the task question.

In such cases you should create the look-up title from the task response.

Remember: Some occupation titles that sound unusual are, in fact, correct. Many of these appear in the *Coding Index* so you should not ignore a title response just because it seems odd.

It has been shown that the title response is the most reliable piece of information in coding to ASCO. Hence you can usually believe titles given in response to the title question - even when they do not seem to fit very well with task or other information in the record.

Example 1

Title response: Tea-lady
Task response: Taking shorthand

In this case there is no reason to look at the task response even though it sounds contradictory. We must accept that the respondent is a tea-lady and assign the code 8919 associated with the matching entry title (*Lady, Tea*).

Similarly, if a second title is given in the task response, it should not be used in preference to one given in the title response unless:

- a matching index entry directs us to *Disregard* [the] Title given in the title response, **or**
- the basic word in the title response is *Foreman, Forewoman or Foreperson*. (You will learn how to deal with such records in 6.2 below.)

Example 2

Title response: Miner
Task response: Plant Operator

In this case *Miner* is the appropriate look-up title. The title given in the task response, however, is useful additional information.

Supervisory Titles

6.2 Supervisory Titles

Some respondents give one of the following basic words, indicating supervisory status, in their occupation title:

Foreman
Forewoman
Foreperson

However, a second basic word is often given in the title or task response.

Example 1

Title response: Foreman Carpenter
Task response: -

Example 2

Title response: Forewoman
Task response: Machinist

In such cases you should **not** include the supervisory word in the look-up title. Hence you would create the look-up title *Carpenter* from the first record above and *Machinist* from the second.

When the title and task responses do not contain another basic word, you should try to create a new look-up title using *Supervisor* as the replacement basic word. Thus you would create the look-up title *Supervisor, Plumbing* from each of the following records:

Example 3

Title response: Plumbing Foreman
Task response: -

Example 4

Title response: Foreman
Task response: Plumbing

Note: You cannot code examples 3 & 4 above to *Plumber* because *Plumbing* is not a basic word.

You will find many index entries under *Supervisor*. Sometimes, however, you will be unable to find a matching entry title because of the very large number of supervisory titles in common use.

In such a case you should try to identify the occupation title of the workers being supervised since supervisors are coded to the same unit group.

If the title of the workers being supervised is identifiable, you would use it as the look-up title. If the title is not identifiable, you will need to refer the record for query resolution.

Example 5

Title response: Supervisor
Task response: In charge of kitchen hands

There is no matching index entry under *Supervisor* but the title of the occupation being supervised is given in the task response. You can match this record with the entry title *Hand, Kitchen*.

6.3 Titles Containing *Wife*

Wife

Some respondents use the phrase ...'s *Wife* or *Wife of ...* in their title response.

For example:

Farmer's Wife
Plumber's Wife
Wife of Company Director

For *Farmer's Wife* and *Wife of Farmer* you should create the look-up title *Farmer*.

For all other cases, if a second title has been provided in the title or task response, you should use it as the look-up title.

Example 1

Title response: Company Director's Wife/ Telephonist
 Task response: Entertaining business executives, answering telephone

In this case, you would use *Telephonist* as the look-up title.

If no second title has been provided but the respondent appears to be in the paid labour force (or working in a family business), you should treat the title as missing and create a new look-up title from task information. You will learn how to do this in 6.5 below.

Example 2

Title response: Builder's Wife
 Task response: Bookkeeping and typing

Here the respondent has given two tasks from which a multiple title must be created. The matching of multiple titles is dealt with in Lessons 7 and 8.

Example 3

Title response: Wife of Company Director
 Task response: Housework and looking after the children

In this case the task response indicates that the respondent is not in the paid labour force so there is no need to create a look-up title from the task information. You should apply one of the special codes commencing with '9'.

Missing Titles

6.4 Missing Titles

Some records do not contain an occupation title. However, in many of these cases task information can be used to create a look-up title. You will learn how to do this in 6.5 below.

Creating a title from task information is necessary when:

- The title response is blank and the task response contains task information; for example:

Title response: -
 Task response: Teaching secondary school children

- The title response and the task response both contain task information; for example:

Title response: Driving truck
 Task response: Digging ditches

In this case task information in the title response should take precedence over task information in the task response.

- The title response contains task information and the task response is blank; for example:

Title response: Growing crops
Task response: -

- The title response contains information which tells us neither the title nor the tasks of the respondent's occupation and the task response contains task information; for example:

Title response: Brown's Construction Company
Task response: Driving bulldozer

6.5 Creating a Look-up Title from Task Information

Creating a Look-up Title

If the occupation title is missing from the record, or you have been instructed to *Disregard* [the] *Title* by a matching index entry, you may create a look-up title from task information.

When more than one task has been given, you should try to create **one look-up title for each distinct task**.

Here are the steps you should follow:

1. Identify the task word (often the verb) which is to become the basic word in the look-up title.
2. Change the task word to a basic word using one of the three techniques described below.
3. Add any qualifying words given in the task description to create a look-up title.
4. Check that the look-up title you have created is consistent with all the tasks given i.e. it is the sort of occupation in which those tasks would be typical.
5. Search the index in the usual way for a matching entry title.

If you cannot create a suitable look-up title from task information using one of the three approved techniques, you should refer the record for query resolution.

6.5.1 Converting Verbs to Basic Words

Converting Verbs to Basic Words

Some task descriptions contain verbs ending in *-s*, *-ed* or *-ing* which describe tasks or duties performed by the respondent.

For a task description of this type, you should try to convert the verb into a basic word by changing the ending of the word.

For example:

Task description	Look-up Title
Types documents	Document Typist
Teaching high school	High School Teacher
Machining metal	Metal Machinist
Cleaned school	School Cleaner
Farming	Farmer
Plumbing	Plumber

You should be very cautious when making this type of conversion. The title which you create should be the title of an occupation in which the tasks specified would be performed, as in the examples above.

If you are not cautious, a totally incorrect occupation title could result. For example, creating *Banker* from *Doing the banking*; *Accountant* from *Accounting for errors in a computer program*; *Tracer* from *Tracing faults in telephone wires*.

If you are in any doubt about the title you have created, refer the record for query resolution.

Here is a record which requires you to create a new look-up title by changing the verb in the task response:

Title response: Public Servant
Task response: Managing Welfare Research Program

In the first instance, you will find a matching entry title *Servant, Public* with the directive *Disregard Title*.

Now, by changing the task word *managing* to *Manager* you can create a new look-up title, *Manager, Welfare Research Program*.

You will find the matching entry title *Manager, Research* in the index. Note that the qualifying words *welfare* and *program* are both extraneous.

Creating a Title Containing *Worker*

6.5.2 Creating a Title Containing *Worker*

Some task descriptions contain the word *work*.

For example:

farm work
laundry work
sheep work
factory work
clerical work

If the task description is of this type, you can create a look-up title by changing the task word *work* to the basic word *worker*.

From the above you would create the following look-up titles:

Worker, Farm
 Worker, Laundry
 Worker, Sheep
 Worker, Factory
 Worker, Clerical

6.5.3 Creating a Title Containing *Person*

Creating a Title Containing *Person*

In other cases you may be able to form an appropriate basic word by adding *person* to the task word.

For example:

Task description	Look-up Title
Sales	Salesperson
Servicing	Serviceperson

As a special case, the word *selling* may also be changed to *Salesperson*.

6.6 Title and Task Information Both Missing

Missing Title and Task Information

Occasionally, you will find that neither the title question nor the task question has been answered. You must refer such a record for query resolution.

The query resolver may be able to obtain further information about the respondent's occupation. If this is not possible, the record should not be given a substantive ASCO code. The code 0000 is usually reserved for records which are truly uncodable.

Remember: You should not use information given in response to the industry or employer questions to create the look-up title. In many cases this would produce an incorrect code.

Practice Questions**Practice Questions 6**

Create a look-up title, then find the matching entry and code for the following records. Indicate if query resolution is required.

1. Title response: Video Librarian
Task response: Hiring out videos
2. Title response: Running a post office
Task response: Postmaster
3. Title response: -
Task response: Motor mechanic
4. Title response: Measuring for and laying carpets
Task response: Carpet layer
5. Title response: Westrail
Task response: Locomotive driver
6. Title response: Cleaning
Task response: Using vacuum cleaner
7. Title response: Managed the office
Task response: Checking accounts, appointments
8. Title response: Fitting heaters in houses
Task response: -
9. Title response: Cooking fish and chips
Task response: Shopkeeper
10. Title response: Ace Paper Company
Task response: Box maker

Check your answers when you have finished (see page 2-53).

6.7 Summary**Summary**

If neither title nor task information is given, you should refer the record for query resolution.

In most other cases you will be able to create a look-up title from the title response. However, you may create a look-up title from the task response if:

- title and task responses have been given in reverse order;
- the title response is blank;
- the title response contains neither title nor task information;
- the look-up title created from the title response has a matching index entry with the directive *Disregard Title*, or
- the only title given contains the basic word *Wife* (other than in *Farmer's Wife*).

When you create a look-up title from task words, you must use one of the following techniques to create the basic word:

- change the verb ending *-s*, *-ed* or *-ing* to a noun;
- change *work* to *worker*; or
- add *person* to the task word.

6.8 Answers to Practice Questions**Answers****Practice Questions 6**

1. 6301 Librarian, Video/ sales or hire
2. 1599 Postmaster
3. 4601 Mechanic, Motor
4. 4919 Layer, Carpet
5. 7107 Driver, Locomotive
6. 8301 Cleaner/ except above
7. 5301 Manager, Office/ except above
8. query
9. 8919 Manager, Shop/ cooking not selling
10. query

MULTIPLE TITLES

7. MULTIPLE TITLES

If two or more basic words have been given in the title response (not including *Foreman*, *Forewoman* or *Foreperson*), or you have created two or more basic words from task information, then you have a multiple title.

Here are some typical multiple titles which you might be required to code:

Fitter and Turner
 Courier-Driver
 Storeman-Packer
 Spray Painter/ Panel Beater
 Cook/ Kitchen Hand
 Painter and Decorator
 Plumber and Gasfitter

In this lesson you will learn to create look-up titles from responses of this type and the steps required to find the correct code.

Title Pairs

7.1 Title Pairs

Some multiple titles that are frequently used by respondents can be found in the index, for example:

Fitter + Turner
 Courier + Driver
 Hand, Kitchen + Cleaner
 Painter + Decorator

This type of entry title is referred to as a *title pair*. The *title pair* consists of two basic words, with or without qualifying words, joined by a plus (+) sign. Where qualifying words exist, these are placed immediately after the basic word to which they refer.

Creating a Title with Two Basic Words

7.2 Creating a Look-up Title with Two Basic Words

Sometimes you will be required to create a look-up title containing two basic words. The simplest such title consists of two basic words joined by a plus (+) sign.

More complex look-up titles will contain qualifying word(s) as well as two basic words. In such cases you must place the qualifying words immediately after the basic word to which they refer.

Example 1

Title response: House painter and Interior decorator
 Task response: Painting and interior design

The look-up title in the example is created from the title response *House painter and interior decorator*. The correct look-up title for this record is *Painter, House + Decorator, Interior*.

Sometimes the look-up title must be created from the task response.

Example 2

Title response: -
Task response: Driving and van sales

Here the correct look-up title is *Driver + Salesperson, Van*.

Example 3

Title response: Public Servant
Task response: Assessing tax returns, operating EDP machine

The matching entry title *Servant, Public* requires you to disregard the title and create a new look-up title from task information. The new look-up title is *Assessor, Tax Returns + Operator, EDP Machine*.

7.3 Basic Words which are Excluded from the Look-up Title

Basic Words which are Excluded from the Look-up Title

If the look-up title contains two or more basic words, you should check to see if these include any from the following list:

1. Clerk
2. Labourer
3. Manager
4. Director (of a company)
5. Proprietor
6. Owner
7. Partner

Any basic words from the above list may be removed from the look-up title **provided they are given without qualifying words**. Here are some examples:

Example 1

Title response: Clerk-Typist
Task response: Typing and general clerical duties

Since the basic word *Clerk* appears in this multiple title response without qualifying words, it should be excluded from the look-up title. Hence the correct look-up title is *Typist*.

Example 2

Title response: Payroll Clerk-Typist
Task response: Typing and general clerical duties

In this case you cannot ignore the basic word *Clerk* because it has been given with a qualifying word. The correct look-up title for this record, therefore, is *Clerk, Payroll + Typist*.

If the multiple title which you have to code consists entirely of basic words from the above list, you should use the basic word which is highest in the list as your look-up title. Hence you would create the look-up title *Manager* from the title response *Manager-Director*.

Matching Title with a Title Pair

7.4 Matching the Look-up Title with a Title Pair

When you have a look-up title containing two or more basic words, you must first search the *Coding Index* for a matching title pair.

The normal matching rules apply so you will find that some look-up titles contain extraneous qualifying words. Hence the look-up title *Painter, House + Decorator, Interior* should be matched with the title pair *Painter + Decorator*.

Similarly some title pairs have supplementary descriptions. As usual these must be close in meaning to additional task or industry information in the record.

When you cannot find a matching title pair, try reversing the order of the basic words in the look-up title. For example, you would not find a match for the look-up title *Packer + Storeman*. However, you would find *Storeman + Packer* which should be treated as an exact match.

When there is no matching title pair, you should create two look-up titles for the record. You will learn more about this in 7.5 below.

Two or More Non-Paired Basic Words

7.5 Two or More Non-Paired Basic Words

Some look up titles containing two basic words cannot be matched with a title pair.

For example:

Title response:	-
Task response	House cleaning and laundry work

You would create the look-up title *Cleaner, House + Worker, Laundry* from this record. However, the index does not contain a matching title pair.

In such a case you must create two look-up titles (each containing a different basic word), then try to match each look-up title with a separate entry title.

Thus, in the above example, you would create *Cleaner, House* as the first look-up title and *Worker, Laundry* as the second. Respectively these can be matched with the following entries:

8301 Cleaner/ except above
8917 Worker, Laundry/ except above

Now you have two matching entries and two possible codes for the record; this is known as a multiple match. In the next lesson you will learn how to identify the correct code when you have two or more codes to choose from.

Very occasionally you will need to create three or more look-up titles from a record. No matter how many look-up titles have been created, you must try to find a matching entry and code for each one.

If you cannot find a matching entry for each title, you must refer the record for query resolution.

Practice Questions 7

Practice Questions

Find matching entries and all possible codes for each of the following records:

1. Title response: Welder and boilermaker
Task response: Welding metal
2. Title response: Casual driver and courier
Task response: Delivering parcels, mail
3. Title response: Clerk and dressmaker
Task response: Clerical, sewing clothes
4. Title response: Farmer and mechanic
Task response: Repairing motor vehicles
5. Title response: Backhoe Operator and Truck Driver
Task response: Digging trenches and shifting dirt

Check your answers when you have finished (see page 2-58).

7.6 Summary

Summary

A multiple title is a title containing two or more basic words. It occurs when two or more basic words are given in the title response or when a look-up title must be created from multiple tasks. To code such titles you must:

1. Remove from the look-up title any basic words listed in Section 7.3 that do not have any qualifying words.

2. If you still have two or more basic words to consider, you should search the index for a matching title pair.
3. Finally, if there is no matching title pair, you should create two or more look-up titles, one for each basic word you have identified, and try to match each new look-up title with an entry title.
4. If a matching entry with a four-digit code is found for each look-up title, then you have a *multiple match* (see Lesson 8).
5. If a matching entry cannot be found for each look-up title, the record must be referred for query resolution.

Answers**7.7 Answers to Practice Questions****Practice Questions 7**

1. 4205 Boilermaker + Welder
2. 7105 Driver + Courier
3. 4911 Dressmaker
4. 1401 Farmer or 4601 Mechanic, motor
5. 7201 Operator, Backhoe or 7105 Driver, truck

8. MULTIPLE MATCHES**MULTIPLE
MATCHES**

In this lesson you will learn how to code records which match more than one index entry. First you will learn to check that you have a true multiple match; then you will learn to select the correct code when you have two or more possible codes.

8.1 Checking That You Have a True Multiple Match**True Multiple Match**

Sometimes the basic word in the look-up title has two or more qualifying words. If, as a result, the look-up title appears to match more than one index entry, you should check the response to ensure that each qualifying word relates directly to the basic word.

For example:

Title response: Car Insurance Salesperson
Task response: Selling car insurance

This response matches exactly the following two index entries:

6301 Salesperson, Car
6103 Salesperson, Insurance

In cases like this you may ignore any qualifying words which do not relate directly to the basic word. In this example the word *Car* does not relate directly to the basic word *Salesperson* but qualifies the word *Insurance*. The word *Insurance*, however, directly qualifies the basic word; the person sells insurance, not cars. Hence the matching entry is 6103 *Salesperson, Insurance*.

Practice Questions 8.1**Practice Questions**

Find the correct code for each of the following title responses:

1. Car Rental Salesperson
2. Amway Advertising Representative
3. Paint Can Filler
4. Traffic Parking Inspector
5. Window Awning Installer
6. Agricultural Investment Adviser

Check your answers when you have finished (see page 2-64).

**More Than One
Matching Entry****8.2 Selecting More Than One Matching Entry**

In a few cases you will find two or more index entries which truly match the occupation information in the record. This may be because the record contains:

- two or more qualifying words which relate directly to the basic word;
- two or more basic words other than Foreman, Forewoman or Foreperson; or
- two or more distinct tasks.

Here are some examples of true multiple matches:

Example 1

Title response: Probation and Employment Officer

Here both qualifying words relate directly to the basic word. The look-up title *Officer, Probation and Employment*, therefore, is an exact match for the following two index entries:

2705 Officer, Employment
3901 Officer, Probation

A respondent who gave this title response could correctly be called both an *Employment Officer* and a *Probation Officer*.

Example 2

Title response: Business Consultant/ Careers Adviser
Task response: Giving advice to clients

This record contains two basic words and matches both of the following entries:

2799 Consultant, Business
2603 Adviser, Careers

Again the respondent appears to have two occupations.

Sometimes there is just one matching entry title but two or more matching supplementary descriptions as in the following example:

Example 3

Title response: Building contractor
Task response: Bricklaying and carpentry

The occupation information in this record matches both of the following index entries:

4403	Contractor, Building/ bricklaying
4401	Contractor, Building/ carpentry

In the next example, the look-up title consists of a single basic word but the two tasks given by the respondent can each be matched with a qualifying word in a different index entry:

Example 4

Title response:	Clerk
Task response:	Budgeting and processing loans

The occupation information in this record can be matched with the following index entries:

5301	Clerk, Budget
5301	Clerk, Loans

Usually a multiple match means that the respondent is performing tasks associated with two or more occupations. In this situation we want to assign the code associated with the most skilled tasks.

ASCO codes are arranged so that those with a lower first digit reflect greater skill than those with a higher first digit; for example code 2799 refers to a more highly skilled occupation than code 5605.

In the case of a multiple match, therefore, it is necessary to check the code of each matching entry. Of course, if all matching entries have the same code (as in Example 4 above), that code may be applied. Otherwise the code with the lowest first digit should be selected. Thus, in Example 1 above, you would select 2705 as the correct code.

However, if two matching entries have different codes that commence with the same first digit, it is not possible to choose between them using the skill criterion. The next step depends on whether there is any *nesting* amongst the codes available.

8.3 Nested Codes

Nested Codes

Nesting occurs in multiple matches when one of the matching entries is coded only to major or minor group level while another is coded to a more specific (disaggregated) level of the classification within that major or minor group.

A code which ends with three zeros (eg 8000) is a major group code. Hence we may say the unit group code 8917 is *nested* inside the major group code 8000.

A code which ends with two zeros (eg. 3200) is a minor group code. Hence we may say the unit group code 3201 is *nested* inside the minor group code 3200.

Similarly a minor group code (eg. 2500) may be nested inside a major group code (eg. 2000).

Here is an example of a record with a multiple match which produces a *nested code*:

Title response: Draftsperson/Technical Officer

Since *Draftsperson* by itself would be given the code 3200, and *Technical Officer* by itself would be given the code 3000, this record gives rise to two codes, one nested inside the other.

Selecting the Correct Code

8.4 Selecting the Correct Code When More Than One Entry is Selected

If the codes associated with two matching entries are **not** nested but both have 5 as the first digit, you should use the *Order of Precedence* (see 8.4.1 below) to select the correct code for the record.

If the codes are **not** nested but have the same first digit other than 5, you cannot assign a unit group code to the record. In such cases you must assign a major or minor group code (usually known as a dump code).

If the codes are **not** nested and have the first **two** digits in common, you can assign a minor group code. To do this you must select the first two digits and add two zeros. Thus in Example 3 above you would assign code 4400.

If the codes are **not** nested and have only the initial digit in common, you can only assign a major group code. To do this you must select the initial digit and add three zeros. In Example 2 above you would assign code 2000.

If the codes are nested, you should assign the more specific one. Thus in the case of the example given above, you would assign the code 3200.

Precedence Order

8.4.1 Order of Precedence for Clerical Occupations

If you have to choose between two or more different codes commencing with 5, you should select whichever of the codes comes first in the following order of precedence:

1. codes commencing 5601
2. codes commencing 5101
3. codes commencing 5301
4. codes commencing 5303
5. codes commencing 59
6. codes commencing 55
7. codes commencing 5305

8. codes commencing 5105
9. codes commencing 5103
10. codes commencing 52
11. codes commencing 54
12. codes commencing 5603
13. codes commencing 5605

For example:

Title response: Public servant
 Task response: Typing letters and assessing welfare benefits

This record is first matched with the index entry:

???? Servant, Public: Disregard Title

In this case you would create the following two look-up titles from the task response:

Typist, Letter and Assessor, Welfare benefits.

Neither *Typist + Assessor* or *Assessor + Typist* is found in the index so the next step is to look up each title separately. You will find the following matching entries:

5103 Typist/ except above
 5999 Assessor, Welfare Benefits.

Using the order of precedence for clerical occupations you would choose the code 5999.

Practice Questions 8.2

Practice Questions

Choose the correct code for the following records:

1. Title response: Bookkeeper and typist
 Task response: Account work, typing
2. Title response: Home aid
 Task response: Caring for old people and children
3. Title response: Furniture reslorer and watch repairer
 Task response: Restoring antique furniture, repairing clocks and watches
4. Title response: Caterer
 Task response: Kitchen duties and waiting at tables
5. Title response: Assessor
 Task response: Welfare and social security benefits
6. Title response: Builder
 Task response: Bricklaying and concreting

7. Title response: Home help
Task response: Child minding and cleaning
8. Title response: Labourer and painter
Task response: Painting and renovating
9. Title response: -
Task response: Plumbing and some carpentry
10. Title response: Clerk
Task response: Checking exports and invoices
11. Title response: Broker and Futures Dealer
Task response: -
12. Title response: Driver - Courier
Task response: -

Check your answers when you have finished (see page 2-65).

Summary

8.5 Summary

If you have a record which matches more than one index entry, you should check the code of each matching entry:

1. If the codes are the same, you may apply that code.
2. If the codes are different, you should select the code whose first digit is lowest.
3. For clerical occupations, there is an order of precedence which can help you choose between codes commencing with 5.
4. Where you have two codes with the same initial digit other than 5, you should, where possible, assign a minor group code (ending 00) or, failing that, a major group code (ending 000).

Answers

8.6 Answers to Practice Questions**Practice Questions 8.1**

1. 6599 Salesperson, Rental
2. 6201 Representative, Advertising
3. 7433 Filler, Can
4. 5999 Inspector, Parking
5. 8401 Installer, Awnings
6. 6101 Adviser, Investment

Practice Questions 8.2

1. 5301 Bookkeeper
2. 6600 Aide
3. 4000 Restorer + Repairer
4. 6505 Caterer/ waiting on tables
5. 5999 Assessor, Welfare Benefits
6. 4403 Builder/ bricklaying
7. 6601 Help, Home/ child care
8. 4405 Painter/ buildings
9. 4400 Plumber
10. 5301 Clerk, Invoice
11. 6101 Broker, Investment
12. 7105 Driver + Courier

**BASIC WORD
SUBSTITUTES****9. BASIC WORD SUBSTITUTES**

When you have completed this lesson you will be able to:

- code titles using basic word equivalents; and
- code titles which are gender-specific.

Normally, you would **not** substitute words for those in the occupation title given by the respondent.

There are some special cases, however, where you may replace the basic word in the occupation title with another word. These are dealt with in Lessons 9.1 and 9.2 below.

**Basic Word
Equivalents****9.1 Basic Word Equivalents**

A number of common basic words are used more or less interchangeably in everyday language (for example, *labourer* and *hand*). In these cases the most common combinations of basic and qualifying words are used in the index.

If the respondent has given a basic word from the list below and you cannot obtain a match, you may then look up the basic words which are equivalent to it in order to obtain a match.

BASIC WORD	BASIC WORD EQUIVALENTS
Assistant	Attendant, Hand, Help, Labourer, Worker
Attendant	Assistant, Hand, Help, Labourer, Worker
Director	Manager
Driver	Operator
Hand	Assistant, Attendant, Help, Labourer, Worker
Help(er)	Assistant, Attendant, Hand, Labourer, Worker
Labourer	Assistant, Attendant, Hand, Help, Worker
Machinist	Operator
Repairer	Serviceperson
Serviceperson	Repairer
Worker	Assistant, Attendant, Hand, Help, Labourer

For example:

Title response: Plumber's Assistant

There is no matching index entry for *Assistant, Plumber* so you should select an equivalent basic word for *Assistant* from the list above.

Try *Worker*.

There is no entry title *Worker, Plumber* in the index so you may repeat the process using another equivalent basic word.

You will often save yourself time by selecting the basic word which you think sounds most likely.

In this case a likely equivalent would be *Labourer*.

This time there is a matching entry which you can select:

8101 Labourer, Plumbers

Remember: You should use equivalent basic words **only** if you have already looked in the index under the basic word extracted from the record and cannot find a matching entry.

Only the basic words listed above may be replaced by equivalents.

Practice Questions 9.1**Practice Questions**

Code the following records. In each case you are required to find a matching entry using equivalent basic words.

- Title response: Table Assistant
Task response: Collating and folding printed material
- Title response: Camera Serviceperson
Task response: Fixing cameras
- Title response: Check-out machinist
Task response: Working at check-out in supermarket
- Title response: Kitchen worker
Task response: Making sandwiches, cleaning
- Title response: Nurse's helper
Task response: Feeding, washing patients
- Title response: Apiary Attendant
Task response: Cleaning and maintaining hives
- Title response: Poker Machine Repairer
Task response: Servicing poker machines

Check your answers when you have finished (see page 2-70).

Basic Words with Gender**9.2 Basic Words with Gender**

Some basic words indicate whether the respondent is male or female.

Here are some examples:

barmaid
foreman
saleslady
housemaster
firewoman

Such occupation titles can be called *gender-specific* titles.

The following rules allow you to treat the male and female forms of many (but not all) gender-specific titles as equivalent to each other or to a gender-neutral title.

For the purpose of obtaining a title match:

- the terms *man*, *woman* and *person* may be used interchangeably;
- the terms *boy* and *girl* may be used interchangeably with each other but **not** with the terms *man*, *woman* or *person*; and
- the feminine ending *ess* may be ignored in either the index entry or the title response.

Note: There are separate entries in the index for *Salesgirl* and *Saleslady*. These titles are assigned different codes from *Saleswoman*.

A number of commonly occurring titles, most of which reflect the sex of the respondent, have been omitted from the index in favour of a single basic word which can apply to either sex. These are:

COMMONLY OCCURRING TITLES	BASIC WORD IN INDEX
Draftsman or Draftswoman	Draftsperson
Repairman or Repairwoman	Repairer
Salesman or Saleswoman	Salesperson
Serviceman or Servicewoman	Serviceperson
Tradesman or Tradeswoman	Tradesperson
Linesman or Lineswoman	Linesperson

Apart from the above examples, you need not modify responses to generate gender-neutral titles as you will usually find the appropriate entry in the index. For example, you will find *Boy*, *Paper* in the index rather than *Person*, *Paper*.

In the case of *boy* and *girl*, if you cannot find a match under one, you should look in the index for the other.

Practice Questions 9.2**Practice Questions**

Code the following records with gender-specific titles:

1. Title response: Boutique Manageress
Task response: -
2. Title response: Part-time Barman
Task response: Mixing drinks, serving customers
3. Title response: Saleswoman in delicatessen
Task response: -
4. Title response: Papergirl
Task response: Delivering papers and leaflets
5. Title response: Cartographic draftsman
Task response: Drawing maps for civil engineers

Check your answers when you have finished (see page 2-70)

9.3 Summary**Summary**

You can replace the basic word in the occupation title given by the respondent in the following circumstances:

1. If you cannot find a match using the original basic word and this word is included in the equivalent basic word list (see 9.1);
or
2. If the basic word given by the respondent indicates a person's sex, you may need to substitute its masculine, feminine or neutral equivalent. Some gender-specific words have been omitted from the index in favour of a single basic word which can apply to either sex.

Answers**9.4 Answers to Practice Questions****Practice Questions 9.1**

1. 7499 Hand, Table/ printing
2. 4213 Repairer, Camera
3. 6403 Operator, Checkout
4. 8919 Hand, Kitchen **or** Help, Kitchen
or Assistant, Kitchen
5. 8921 Assistant, Nurse's **or** Attendant, Nurse
6. 8201 Assistant, Apiary
7. 4399 Serviceperson, Poker Machine

Practice Questions 9.2

1. 1501 Manager, Shop
2. 6503 Barperson
3. 6301 Salesperson
4. 8999 Paperboy
5. 3207 Draftperson, Cartographic

10. PRACTICE QUESTIONS

PRACTICE
QUESTIONS

Now that you have almost completed the Training Guide, work through the examples below to see how much you have learnt. If you are unsure about a matching entry or the correct code, write *query*. Indicate the reason for the query and the codes which might potentially apply to the record.

The answers are on page 2-74. If you get any wrong, work through them again. If necessary, refer to the relevant Lesson in the *Training Guide* or use the *Reference Guide* to find out where you went wrong.

1. Title response: High School Teacher
Task response: Teaching Maths
Industry response: Education
Employer response: Education
2. Title response: Baker
Task response: Makes bread, pies and pasties
Industry response: Bakery
Employer response: The Pie Shop
3. Title response: Farmer
Task response: Dipping sheep
Industry response: Farming
Employer response: Own farm
4. Title response: Technical Officer
Task response: Maintenance of telephone lines
Industry response: Telecommunications
Employer response: -
5. Title response: Supervision of landscape gardening
Task response: Supervision of gardeners
Industry response: Council
Employer response: Council
6. Title response: Fencing
Task response: Digging post holes
Industry response: Fencing
Employer response: A.B. Smith and Co. P/L
7. Title response: Pig farm worker
Task response: Hose down pigs, feeding
Industry response: Pig production
Employer response: Intensive Industries P/L
8. Title response: Transport Driver
Task response: -
Industry response: Shipping grain
Employer response: Ocean company

9. Title response: Domestic
Task response: Cleaning floors
Industry response: Hospital
Employer response: Hospital
10. Title response: Fisherman
Task response: Fishing
Industry response: Fishing
Employer response: Own business
11. Title response: Monumental mason
Task response: Lettering and assisting in cemetery
Industry response: Monumental masonry
Employer response: -
12. Title response: -
Task response: Delivering milk
Industry response: Milk run
Employer response: A & B Jones
13. Title response: Draftsman - mechanical
Task response: Drawing plans
Industry response: Telecommunications
Employer response: -
14. Title response: Offset Printer
Task response: Printing
Industry response: Education
Employer response: Education Dept
15. Title response: Typist
Task response: Audio-typing
Industry response: Court reporting
Employer response: Commonwealth Dept.
16. Title response: Seamstress
Task response: Hospital requirements
Industry response: Hospital
Employer response: -
17. Title response: Cooking
Task response: -
Industry response: Fast food
Employer response: Joe's Take-Away
18. Title response: Proprietor of motel
Task response: Reception, running the motel,
administration
Industry response: Motel
Employer response: Own Company
19. Title response: Nurse's Assistant
Task response: Tends to needs of patients
Industry response: Nursing
Employer response: Geriatric Home

20. Title response: Fruit Juice Production Machine Operator
Task response: Crushing oranges
Industry response: Fruit juice bottling
Employer response: Fruit Farms Inc.
21. Title response: Managing Director
Task response: Sales and marketing consultant
Industry response: Food manufacturing
Employer response: Own company
22. Title response: Salesman, carpet layer
Task response: Selling and installing carpets
Industry response: Carpet
Employer response: Ezi-Tread Co. P/I
23. Title response: Administrative Assistant
Task response: Office duties, typing
Industry response: Health
Employer response: Health Centre
24. Title response: Piano Teacher
Task response: Teaching
Industry response: Piano teaching
Employer response: Beethoven Private Academy of Music
25. Title response: Selling and bookkeeping
Task response: -
Industry response: Importing
Employer response: XYZ Wholesalers P/L
26. Title response: Taxation Officer
Task response: Assessing
Industry response: Public Service
Employer response: -
27. Title response: Manager, Clerk
Task response: Bookkeeping and supervision
Industry response: Food
Employer response: The Eatery P/L
28. Title response: Courier
Task response: Driving
Industry response: Courier service
Employer response: Quick-as-a-Wink Co. P/L
29. Title response: Guillotine Operator
Task response: Cutting metal
Industry response: Metal
Employer response: -
30. Title response: Testing and sampling
Task response: -
Industry response: Mining Iron Ore
Employer response: Mine Company

Answers

Answers to Practice Questions

Matching Entry/Entries	Code Assigned
1. Teacher, High School	2405
2. Baker	4703
3. Farmer	1401
4. Officer, Technical/ <u>Telecom</u>	3201
5. Gardener	4805
6. Fencer	8499
7. Worker, Farm/ except above	8201
8. Driver, Transport	7105
9. Domestic/ cleaning	8301
10. Fisherman/ except above	8925
11. Mason	4999
12. No evidence respondent drives a vehicle so no match with Deliverer, Milk/ driving	Query
13. Draftsperson, Mechanical	3205
14. Printer, Offset	4505
15. Typist/ except above	5103
16. Seamstress	4911
17. Cook, <u>Fast Food</u> / except above	8919
18. Manager, Motel/ supervising staff, administration	1505
19. Assistant, Nurse's	8921
20. Operator, Juice Machine/ <u>fruit or vegetables</u>	7431
21. Is the respondent personally selling food? Potential codes 6201, 1303 (Manager, Sales) Note Consultant, Marketing = 2703	Query
22. Layer, Carpet	4919
23. Assistant, Administrative/ typing	5103
24. Teacher/ <u>not in compulsory or tertiary education system</u>	2505
25. Bookkeeper	5301
26. Officer, Taxation/ assessing	5999
27. Clerk/ bookkeeping or accounting	5301
28. Courier/ except above	7105
29. Operator, Guillotine/ <u>metal</u>	4203
30. Tester/ <u>mineral ore</u> (8109), Sampler/ <u>mineral ore</u> (8415)	8000

PART 3

**ASCO CODING SYSTEM
UNIT GROUP LEVEL
(Revised 1992 Edition)**

PART 3

REFERENCE GUIDE

CONTENTS

TITLE	PAGE
1. Concepts and Definitions	3-1
1.1 Tasks, Jobs and Occupations	3-1
1.2 The Structure of ASCO	3-1
1.3 Information Needed for Coding to Unit Group Level	3-2
1.4 Occupation Title and Title Response	3-2
1.4.1 The Basic Word	3-2
1.4.2 Qualifying Words	3-3
1.5 Look-up Titles, Entry Titles and Title Pairs	3-3
2. Overview of the Coding Procedures	3-5
3. The Coding Index	3-7
3.1 The Coding Index Format	3-7
3.2 Components of the Index Entry	3-7
3.3 Abbreviations Used in the Index	3-8
4. The Matching Rules	3-9
4.1 Exact Match on Occupation Title	3-9
4.1.1 Extraneous Qualifying Words	3-9
4.1.2 Always Extraneous Words	3-10
4.2 Index Entries With a Supplementary Description	3-10
4.2.1 Close Match on Additional Information	3-11
4.2.2 Default Entries	3-11
4.2.3 Entries Proscribing Specific Tasks or Activities	3-12
4.3 Single Basic Word Without a Match	3-13
5. Problems in Coding	3-14
5.1 Title and Task Responses Reversed	3-14
5.2 Basic Word Not in Coding Index	3-14
5.3 Titles Including the Word <i>Assistant</i>	3-14
5.4 Supervisory Titles	3-15
5.5 <i>Wife of ...</i>	3-15
5.6 Missing Titles	3-16
5.7 Creating a Look-up Title from Task Information	3-16
5.8 Multiple Titles	3-17

5.9 Multiple Matches	3-18
5.9.1 Checking That You Have a True Multiple Match	3-18
5.9.2 Selecting More Than One Matching Entry	3-18
5.9.3 Coding to the Highest Skill Level	3-18
5.9.4 Nested Codes	3-19
5.9.5 Non-Nested Codes With the Same First Digit	3-19
5.9.6 Order of Precedence for Clerical Occupations	3-20
5.10 Basic Word Substitutes	3-20
5.10.1 Basic Words with Listed Equivalents	3-21
5.10.2 Gender-Specific Basic Words	3-21
6. Directive Entries	3-23
6.1 Code to... [another basic word or entry title]	3-23
6.2 Disregard [the] Title	3-23
7. Query Resolution	3-25
7.1 How to Refer Records for Query Resolution	3-25
7.2 Types of Records Requiring Query Resolution	3-25

1. CONCEPTS AND DEFINITIONS

**CONCEPTS AND
DEFINITIONS**

1.1 Tasks, Jobs and Occupations

**Tasks, Jobs and
Occupations**

Everyone who is paid to work has a job. A job is a set of tasks done by one person. An occupation is a set of jobs whose main tasks are similar in terms of their range and complexity, and some combination of:

- the field of knowledge required;
- the tools and equipment used;
- the materials worked on; and
- the goods and services produced.

1.2 The Structure of ASCO

Structure of ASCO

The *Australian Standard Classification of Occupations* (ASCO) arranges occupations into categories according to the similarity of their tasks and the skill needed to perform them.

The most detailed categories in the classification are occupations. There are 1079 occupations in ASCO, covering all jobs in the Australian workforce.

These occupations are classified into 282 unit groups which are classified into 52 minor groups and these, in turn, into 8 major groups.

Each group in the classification is identified by a code number. Major groups have a one-digit code.

Minor groups have a two-digit code, the first digit of which indicates the major group to which they belong.

Unit groups have a four-digit code, the first two digits of which indicate the minor group to which they belong.

Occupations have a six-digit code, the first four digits of which indicate the unit group to which they belong.

For example:

Occupation	2107-19	Botanist
Unit Group	2107	Life Scientists
Minor Group	21	Natural Scientists
Major Group	2	Professionals

Information Needed 1.3 **Information Needed for Coding to Unit Group Level**

When coding to unit group level, you may need to refer to information on:

- occupation title;
- main tasks or duties usually performed;
- kind of industry, business or service; and
- name and address of employer.

For example:

Title response:	Repairer
Task response:	Mechanical repairs
Industry response:	Transport
Employer response:	Speedy Coaches

The occupation title *Repairer* is too vague. By using the task, industry and employer responses in addition to the occupation title, you can code this record to the following entry in the *ASCO Coding Index*:

4601 Repairer/ motor vehicles.

Any other information about the person which may be available (eg. income or qualifications) is likely to be misleading and should not be considered when coding to ASCO.

Occupation Title and Title Response 1.4 **Occupation Title and Title Response**

The answer to the question *What is your occupation?* is the title response. The occupation title is simply the name of the person's occupation and is usually given in the title response.

An occupation title contains a *basic word* and may also contain one or more *qualifying words*.

The Basic Word 1.4.1 **The Basic Word**

The *basic word* is the single word (noun) which can stand alone as the title of the person's occupation. In the following examples the basic words are in capitals:

Accounts CLERK
Bus DRIVER
Chief ACCOUNTANT

In an occupation title given by a respondent, the basic word is the one-word answer to the question *What is your occupation?*

For example:

I'm a Clerk.

1.4.2 Qualifying Words**Qualifying Words**

Qualifying words add to the meaning of the basic word. They tell us what kind of clerk, driver or accountant the person is. In the following examples, the qualifying words are in capitals:

ACCOUNTS clerk
BUS driver
CHIEF accountant

1.5 Look-up Titles, Entry Titles and Title Pairs**Look-up Titles,
Entry Titles
and Title Pairs**

The first task in coding is to create the *look-up title* for which you will search in the *Coding Index*.

In most cases the look-up title is created by sorting the title response into the word order used in the index entry, as follows:

Basic word, Qualifying word(s)

That component of the index entry which comprises the basic word and (optional) qualifying words is known as the *entry title*.

Sometimes the title response contains two basic words, for example: *Fitter and Turner*. In such a case the look-up title is created from the two basic words joined by a plus (+) sign.

The *Coding Index* contains a number of *entry titles* to cater for such responses.

For example:

Fitter + Turner
Carpenter + Builder
Plumber + Drainer

Such entry titles contain two basic words and are known as *title pairs*.

If you cannot find a title pair with the basic words in the order given by the respondent, you should look for an entry with the words in the reverse order.

Some title pairs are slightly more complex than the examples given above in that they contain qualifying words.

For example:

Beater, Panel + Mechanic
Hand, Kitchen + Cleaner

In order to find a title pair that matches the look-up title, it is necessary to place the qualifying words immediately after the basic word to which they refer.

Further information on creating look-up titles from responses containing two or more basic words is given in Chapter 5.8 (Multiple Titles).

In Chapters 5 and 6, you will also learn how to create look-up titles in other unusual circumstances when:

- the respondent has given the title in response to the task question;
- the respondent has given tasks but no title;
- the matching index entry directs you to *Disregard [the look-up] Title* which you first created;
- there is no matching index entry but there is an equivalent basic word;
- a gender-neutral form of the basic word is required;
- the respondent has given the phrase *wife of...* or *...s wife* as the occupation title; and
- the respondent has given *foreman*, *forewoman*, *foreperson* or *supervisor* as the basic word.

2. OVERVIEW OF THE CODING PROCEDURES**THE CODING
PROCEDURES**

The four data items which may be used to code occupation information to ASCO are derived from responses to survey questions, the recommended wording and format of which are given in the *Overview*. These responses are usually referred to as:

- Title response;
- Task response;
- Industry response; and
- Employer response.

They should always be considered in the order given above.

The main steps in coding occupation information using the *ASCO Coding System* are:

1. Create the **look-up title** from the title response.
 - i. If the title response is missing or unsuitable, follow the procedures in Chapter 5, as appropriate, to create a look-up title.
2. Search the *Coding Index* for the **basic word**.
 - i. If the basic word is not in the index, refer the record for query resolution (see Chapter 7 *Query Resolution*).
3. Search the index, under the basic word, for any **qualifying words** found in the look-up title.
4. Identify the **entry title** (see Chapters 3 and 4) that is an **exact match** for the look-up title.
 - i. If there is no matching entry title but the basic word has acceptable substitutes (see Chapter 5.10), look for a matching entry using a *Basic Word Substitute*.
 - ii. If you cannot find a matching entry title after checking acceptable substitutes, refer the record for query resolution.
 - iii. If there is more than one matching entry title, follow the procedures, as appropriate, in Chapters 5.8 (Multiple Titles) and 5.9 (Multiple Matches).
5. If the matching entry title is followed by a slash [/] and a **supplementary description**, look for **close-matching additional information** in the record (see Chapter 4).
6. Select a matching entry from the *Coding Index*.
 - i. If there is no matching entry, refer the record for query resolution.

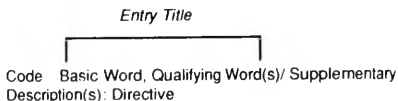
- ii. If there is more than one matching entry, follow the multiple match procedures outlined in Chapter 5.9.
7. If the matching entry ends with a **directive**, look for another matching entry using a new look-up title (see Chapter 6).
8. Apply the code associated with the [new] matching entry.

3. THE CODING INDEX
CODING INDEX

3.1 The Coding Index Format
Index Format

Most index entries consist of a four-digit code followed by an *entry title*. The latter contains a *basic word* and may also contain one or more *qualifying words*. In addition, some index entries have a *supplementary description* and/or a *directive*.

Index entries are listed alphabetically by basic word. The format of the index entry is as follows:



3.2 Components of the Index Entry
**Components of the
Index Entry**

An index entry may have several components, some of which are optional. Each component after the first is separated from the preceding component by a specific delimiter. The components and delimiters are:

1. *ASCO Code* - This is a four digit number. Where the code is unknown, either wholly or in part, digits are replaced by question marks (?). Whenever question marks occur in the code field, a directive will also be given in the appropriate field.
2. *Basic word* - This is the single word (noun) which can stand alone as the title of the respondent's occupation. Every index entry has a basic word.
Delimiter = blank space []
3. *Qualifying words* - These are words which qualify the basic word and provide a more specific idea of the occupation. This component of the index entry is optional.
Delimiter = comma [,]
4. *Entry Title* - The Basic Word and Qualifying Words are together referred to as the *Entry Title*. In a one-word title, the basic word and the entry title are the same. Some entry titles comprise a *title pair* (i.e. two basic words, with or without qualifying words, joined by a plus (+) sign).
Delimiter = blank space []

5. *Supplementary description* - This component contains information which makes the occupation more specific, usually by indicating the sort of tasks which are performed. Sometimes it contains the phrase *except above* or *NAI* meaning *No Additional Information*. If there are two (or more) supplementary descriptions, they are separated from each other by a semi-colon [:]. The supplementary description is an optional component.
Delimiter = slash [/]
6. *Directive* - This component provides a specific instruction to the coder either to *Disregard* [the] *Title* or *to Code to*...[another basic word or entry title]. This component is optional and only occurs when there are question marks in the code field.
Delimiter = colon [:]
7. *Underlining* is used to indicate that industry and employer responses may be matched with the underlined text.

Abbreviations

3.3 Abbreviations Used In the Index

A number of common abbreviations are used in the index. Sometimes these abbreviations occur in records with full stops (eg. T.A.B.) and sometimes without. In the index, the full stops are left out.

Some of the abbreviations used in the index are:

ADP	Automatic Data Processing
APS	Australian Public Service
ASO	Administrative Service Officer
CAE	College of Advanced Education
ECG	Electrocardiograph
EDP	Electronic Data Processing
EEG	Electroencephalograph
SEN	State Enrolled Nurse
SRN	State Registered Nurse
TAB	Totalisator Agency Board
TAFE	Technical And Further Education
VDU	Visual Display Unit

The acronym *NAI* is used in the *Coding Index* to mean *No Additional Information*. The purpose and use of entries containing *NAI* is explained in Chapter 4.2.2.

4. THE MATCHING RULES

MATCHING RULES

4.1 Exact Match on Occupation Title

Exact Match on Occupation Title

To code a record to an index entry, you must have an *exact match on title*. This means that the basic word and all the qualifying words in the index *entry title* must be present in the *look-up title*. You will recall that, in most cases, the look-up title is the title given by the respondent rearranged so that the basic word comes first.

Sometimes an exact match on title is obtained with a block of index entries because each entry contains the same title but has a different supplementary description. For example, the look-up title *Operator, Control Room* matches the entry title in each of the entries in the following block:

Code	Entry title/ Supplementary description
3903	Operator, Control Room/ <u>broadcasting</u>
7399	Operator, Control Room/ <u>coal preparation</u>
7309	Operator, Control Room/ <u>grain</u>
7309	Operator, Control Room/ <u>ore handling</u>
7399	Operator, Control Room/ <u>ore processing</u>
7301	Operator, Control Room/ <u>power generation</u>
8911	Operator, Control Room/ <u>security</u>
7309	Operator, Control Room/ <u>tank farm</u>

4.1.1 Extraneous Qualifying Words

Extraneous Words

In the example above, the words in the look-up title, *Operator, Control Room*, all occur in the entry title. However, you would still have an exact match if the look-up title contained additional qualifying words, for example, *Operator, Power Station Control Room*. The qualifying words *Power Station* are not part of the entry title and hence are referred to as *extraneous words*. In this example, the extraneous qualifying words provide useful additional information which can be matched with a supplementary description (see 4.2 below).

In the look-up title *Welder, First Class*, both qualifying words are extraneous. You have an exact match with the entry title *Welder* (code 4205). This title appears in only one index entry as all types of welders belong to the same unit group.

However, in looking for an exact match, you should always **select the entry that includes the most qualifying words in the look-up title**. Hence you cannot match the look-up title *Surveyor, Community Health* with *Surveyor* because there is another entry title *Surveyor, Health* which matches more qualifying words.

Remember: An *exact match on title* means that **all words in the entry title occur in the look-up title**. This means that you cannot obtain a match by ignoring qualifying words in the entry title (except in the specific circumstances described in 4.3 below).

Always Extraneous Words

4.1.2 Always Extraneous Words

Some words **when given as qualifying words** are *always extraneous*. Generally these are words which indicate *status* in an occupation or that a person is *learning* the tasks of an occupation.

These words are:

Acting	Permanent	Skilled
Apprentice	Principal	Student
Cadet	Professional	Temporary
Casual	Qualified	Trained
Contract	Relief	Trainee
Head	Relieving	Unqualified
Junior	Seasonal	Unskilled
Part-time	Self-employed	Volunteer

These are **never used as qualifying words in the index** so you do not need to include them in the look-up title.

Only qualifying words in the list above may be ignored. All other words which indicate learning or status (eg. *chief*) should be included in the look-up title.

Supplementary Descriptions

4.2 Index Entries With a Supplementary Description

Entries with a supplementary description have the following format:

Code Entry title/ Supplementary description

Such entries usually occur in blocks. Each entry in the block contains the same entry title followed by a slash [/] and a different supplementary description. This description may be about specific tasks performed, tools or equipment used, machinery or plant operated, or type of industry worked in.

To code a record to an entry of this type, you must have:

- an **exact match** between the entry title and the look-up title; and
- a **close match** between the supplementary description and any additional information in the record.

4.2.1 Close Match on Additional Information**Close Match on
Additional
Information**

For most index entries with a supplementary description, a close match on task information is required.

You have a **close match on task** information when the supplementary description is **close in meaning** to information given in the task response or in any remaining (extraneous) words in the title response.

A close match, unlike an exact match, does not require that the words in the index entry follow verbatim the words given by the respondent. There are two types of close match:

1. Additional information given by the respondent **means the same as** the supplementary description, **or**
2. Additional information given by the respondent **belongs to a category defined by** the supplementary description.

When a supplementary description is underlined you may use industry and employer responses to obtain a close match, as well as title and task responses.

If there is a conflict between information given in different responses, use the information in the following order of priority:

TITLE
TASK
INDUSTRY
EMPLOYER

4.2.2 Default Entries**Default Entries**

Some blocks of entries include a *default entry* that contains the phrase *except above* or the acronym *NAI* (meaning *No Additional Information*) in the supplementary description field.

An *except above* entry is always the last entry in the block. When you have an exact match with the entry title and cannot find a close match with any other supplementary description, you may select the *except above* entry.

Note: In selecting this type of entry, you must be sure that a match with any other entry in the same block is not possible. If you do not understand the meaning of either the supplementary description or the response, you should **not** choose the *except above* entry but refer the record for query resolution.

Additionally, if it is the supplementary description which you do not understand, you should ask your supervisor to explain its meaning to further your understanding.

Some blocks include an entry containing *NAI* in the supplementary description field. This is followed by a phrase in brackets specifying the type of information you must look for in the record.

The *NAI* entry may be selected if you have an exact match with the entry title but no information of the type specified in the brackets.

Proscribed Tasks**4.2.3 Entries Proscribing Specific Tasks or Activities**

Sometimes the word *not* or *except* occurs in the supplementary description. In most cases the word relates to tasks which are proscribed (ie. tasks which should **not** be performed by the respondent).

For example:

Assistant, Sales/ cooking not selling or serving

This type of entry cannot be selected when the proscribed task (eg. *selling and serving*) is mentioned in the title or task response. Hence, you cannot select this entry for the following record because *counter sales* are mentioned in the task response:

Title response: Sales assistant
Task response: Cooking lunches and counter sales

You can, however, select a different entry in which the supplementary description has no proscribed task:

Assistant, Sales/ selling or serving

Sometimes the proscribed activity is industry rather than task related. This means you must ensure that the proscribed activity is not mentioned in the industry and employer responses as well as the title and task responses. In such a case, the proscribed activity is underlined, as in the following example:

Operator, Blender/ chemicals except explosives, oil or glue

4.3 Single Basic Word Without a Match

Single Basic Word Without a Match

When the look-up title consists of a single basic word, you may use additional information in the record to match qualifying word(s) in an entry title (Remember to exclude qualifying words which are *always extraneous* when creating the look-up title). However it is important that the following conditions are met:

- the entry title you select must contain the same basic word as the look-up title;
- there must be no index entry containing the same basic word **and no qualifying words** which match the record; and
- the qualifying word(s) in the entry title you select must **closely** match additional (usually task) information in the record. If the qualifying word(s) in the entry title are underlined, they may be close-matched with information in the employer, industry or task response.

In each of the next two examples, the one-word look-up title can be matched with an entry title containing a qualifying word, because the qualifying word closely matches task information in the record.

Example 1

Title response: Cutter
Task response: Cutting slate for tiles

Here the look-up title is *Cutter*. Although this one-word title occurs in a few index entries, none has a supplementary description which matches the task information in the record.

However, many index entries under *Cutter* have a qualifying word. The entry:

7419 Cutter, Stone

can be selected because slate is a kind of stone.

Example 2

Title response: Clerk
Task response: Budgeting

Again none of the supplementary descriptions associated with the one-word entry title is a suitable match. However, the task response closely matches the qualifying word in the following entry:

5301 Clerk, Budget.

PROBLEMS IN CODING

5. PROBLEMS IN CODING

Title and Task Responses Reversed

5.1 Title and Task Responses Reversed

Occasionally, title information is given in the task response and task information in the title response, for example:

Title response: Driving car for managing director
Task response: Chauffeur

In such a case the look-up title should be created from the task response. Thus *Chauffeur* is the correct look-up title in the above example. The response *Driving car for managing director* should be treated as additional task information.

However, words in the title response should only be disregarded if you know they are something other than the occupation title. Many occupation titles may sound unusual but are correct, for example *Mudlogger*.

Basic Word Not In Coding Index

5.2 Basic Word Not In Coding Index

When the title given by the respondent has a basic word which does not appear in the *Coding Index*, you would normally refer the record for query resolution (see Chapter 7).

The only exception to this rule arises when the basic word is one of the following indicating supervisory status: *Foreman*, *Forewoman*, *Foreperson*. In such a case, you would follow the procedures described in 5.4 below.

Assistant

5.3 Titles Including the Word Assistant

The word *Assistant* may be used either as a basic word (*Baker's Assistant*) or as a qualifying word (*Assistant Baker*).

As a qualifying word it is usually extraneous. Hence the look-up title *Baker, Assistant* can be matched with the entry title *Baker*.

When *Assistant* is given as a basic word, it must be included in the look-up title. You will, for example, find a matching entry for the look-up title *Assistant, Baker's* with a different code from that which applies to *Baker*.

5.4 Supervisory Titles

Supervisory Titles

Sometimes respondents give one of the following basic words indicating supervisory status:

Foreman
Forewoman
Foreperson

If, in addition to the supervisory word, another basic word is provided in the title or task response, the supervisory word may be ignored. Hence you would create the look-up title *Carpenter* from the title response *Foreman Carpenter*.

When the title and task responses do **not** contain another basic word, it is necessary to create a new look-up title using *Supervisor* as the replacement basic word. Hence you would create the look-up title *Supervisor, Plumbing* from the title response *Plumbing Foreman*.

You will find a large number of entries indexed under *Supervisor*. However, if you cannot find a matching entry, you should try to identify the occupation title of the workers who are being supervised. Often this information is given in the task response, as in the following example:

Title response: Forewoman
Task response: In charge of stable hands

Where the title of the workers being supervised is identifiable, it should be used as the look-up title. Hence *Hand, Stable* is the appropriate look-up title from the above record.

Where the title of the workers being supervised is not identifiable, refer the record for query resolution.

5.5 Wife of...

Wife of...

Some respondents use the phrase ...'s *wife*, or *wife of...*; for example: *Farmer's Wife, Plumber's Wife, Wife of Company Director* as part of their occupation title.

In the case of *Farmer's Wife* and *Wife of Farmer*, the look-up title to be used is *Farmer*.

In all other cases, if another occupation title has been provided (either in the title or task response), that title should be used as the look-up title. Otherwise, provided the respondent appears to be in the employed labour force, you should treat the title as missing and attempt to create a new look-up title from task information using the procedures described in 5.7 below.

Missing Titles**5.6 Missing Titles**

If both title and task information is missing, you will need to refer the record for query resolution. The query resolver may be able to obtain additional information about the occupation which will allow a code to be assigned. Otherwise the record must be treated as uncodable.

Where there is no title but task information has been provided, the look-up title may be created from the task information, using the procedures described in 5.7 below. This could occur when:

- the title response is blank and the task response contains task information;
- the title response contains task information and the task response is blank;
- the title response contains information which tells us about neither the title nor the tasks of the respondent's occupation and the task response contains task information; or
- the title response and the task response both contain task information. In this case task information in the title response should take precedence over task information in the task response.

**Creating a
Look-up Title****5.7 Creating a Look-up Title from Task Information**

You can use task words to create a look-up title using the following standard procedures:

- change the verb ending in *-s*, *-ed* or *-ing* to a noun, eg. *typing* becomes *typist*;
- convert *work* to *worker*, eg. *parish work* becomes *parish worker*.
or
- add *person*, eg. *sales* becomes *salesperson*. *Selling* in a task description can also be converted to *salesperson*.

Be careful when making these changes as mistakes can occur. Check that the title produced is consistent with all the tasks given. For example: *doing the banking* does not make the person a banker.

You may create more than one title, but **only one title per distinct task**.

5.8 Multiple Titles**Multiple Titles**

You have a *multiple title* if:

- there are two or more basic words in the title response (not including *Foreman*, *Forewoman* and *Foreperson*), or
- you have created two or more basic words from task information.

Standard procedures for dealing with multiple titles are outlined below.

First, check to see whether the multiple title contains any of the following basic words:

1. Clerk
2. Labourer
3. Manager
4. Director (of a company)
5. Proprietor
6. Owner
7. Partner

When given as part of a multiple title **with no qualifying words**, or with qualifying words that are **always extraneous**, these basic words should be excluded from the look-up title.

For example, you would create the look-up title *Shorthand Typist* from the multiple title *Clerk-Shorthand Typist*. However, you could not create this look-up title from *Payroll Clerk/ Shorthand Typist* because *Clerk* has a qualifying word which is not in the list of *always extraneous* words.

If the multiple title contains **only** basic words from the list above, you should choose the one which is highest in the list as your look-up title. Hence you would create the look-up title *Manager* from the multiple title *Owner-Manager*.

If, after excluding any listed words, your title still contains two (or more) basic words, you should check to see if you have a match with a *title pair* in the *Coding Index*. You may find a matching entry with the basic words in the same, or in the opposite, order from that given by the respondent.

When there is no matching title pair, look up each title separately in the index. If you can match each title with an index entry, follow the procedures for a multiple match (see 5.9 below).

If you cannot match each title, refer the record for query resolution.

Multiple Matches**5.9 Multiple Matches**

Checking For a True Multiple Match**5.9.1 Checking That You Have a True Multiple Match**

Sometimes more than one qualifying word is given by the respondent. If, as a result, the title appears to match more than one index entry, you should check the response to ensure that each qualifying word relates directly to the basic word. For example:

Title response: Car Insurance Salesperson
Task response: Selling car insurance

You have an exact match with the following two index entries:

6301 Salesperson, Car
6103 Salesperson, Insurance

In cases like this you may ignore any qualifying words which clearly do not relate to the basic word. In this example the word *Insurance* relates directly to the basic word *Salesperson* while the word *Car* further qualifies the word *Insurance*. The person sells insurance, not cars. Hence the correct code is 6103.

More Than One Matching Entry**5.9.2 Selecting More Than One Matching Entry**

In some cases the record really matches two or more entries. This may be because:

- more than one qualifying word relates directly to the basic word;
- more than one basic word is provided by the respondent; or
- more than one distinct task is mentioned in the task response.

When you have a true multiple match, you must choose between the codes available since only one code can be assigned to an occupation record. The methods for determining the most appropriate code are described in 5.9.3 to 5.9.6 below.

Coding To The Highest Skill Level**5.9.3 Coding To The Highest Skill Level**

Usually a multiple match means a person is performing tasks associated with two or more occupations. In this situation we want to assign the code associated with the most skilled tasks.

ASCO codes are arranged so that those with lower first digits reflect greater skill than those with higher first digits; for example, code 2799 refers to a more highly skilled occupation than code 5605. Therefore you should examine the codes of the multiple match entries.

If the entries which match the record all have the same code, that code may be applied.

If the codes in question are different, you should apply the code with the lowest first digit.

If the codes are different but have the same first digit, it is not generally possible to choose between them using the skill criterion. In such cases the next step depends on whether there is any *nesting* amongst the codes in question (see 5.9.4 below).

5.9.4 Nested Codes

Nested Codes

Nesting occurs in multiple matches when one of the matching entries has a minor or major group code (ending in two or three zeros respectively) and another matching entry has a more specific (lower level) code relating to the same minor or major group. In such a case the more specific code is said to be *nested* inside the higher level code, for example:

- 8101 (Unit Group Code) is nested inside 8000 (Major Group Code);
- 3201 (Unit Group Code) is nested inside 3200 (Minor Group Code); and
- 3200 (Minor Group Code) is nested inside 3000 (Major Group Code).

When you have two possible codes, one of which is nested inside the other, you should choose the more specific code.

5.9.5 Non-Nested Codes With the Same First Digit

Non-Nested Codes

Sometimes you will have to choose between two codes which are not nested but have the same first digit. If the codes both commence with 5, you should use the order of precedence (see 5.9.6. below) to help you select the most appropriate code.

In all other cases, you should assign a minor or major group code (known as a *dump code*) as explained below. *Dump codes* should be assigned when the codes associated with the matching entries relate to:

- 2 unit groups in the same minor group, eg. 7201 and 7207 (ie. codes with the first two digits in common);

- 2 unit groups in the same major group, eg. 8301 and 8917 (ie. codes with the first, but not the second, digit in common);
- 2 minor groups in the same major group, eg. 2200 and 2500 (ie. codes with the first, but not the second, digit in common; both codes end with two zeros); **or**
- 1 minor group and 1 unit group in the same major but different minor groups, eg. 6100 and 6201 (ie. codes with the first, but not the second, digit in common; one of the codes ends with two zeros)

In such cases, the dump code is created as follows:

- where codes have the first two digits in common, select those digits and add two zeros to create the **minor group code**; **or**
- where codes have only the first digit in common, select that digit and add three zeros to create the **major group code**.

Precedence Order

5.9.6 Order of Precedence for Clerical Occupations

If you have two or more non-nested codes commencing with 5, you should select whichever of the codes comes first in the following order of precedence:

1. codes commencing 5601
2. codes commencing 5101
3. codes commencing 5301
4. codes commencing 5303
5. codes commencing 59
6. codes commencing 55
7. codes commencing 5305
8. codes commencing 5105
9. codes commencing 5103
10. codes commencing 52
11. codes commencing 54
12. codes commencing 5603
13. codes commencing 5605

Basic Word Substitutes

5.10 Basic Word Substitutes

Normally, you would not change the basic word in the look-up title if you failed to find a matching entry. You would simply refer the record for query resolution. However, there are three situations in which replacement of the basic word in the original look-up title is permitted:

- when the basic word has a *listed equivalent*,
- when the basic word is *gender-specific*, and

- when you are directed to do so by a directive entry (see Chapter 6).

5.10.1 Basic Words with Listed Equivalents

Basic Words with Listed Equivalents

If the look-up title contains a basic word from the list below and there is no matching index entry, you may create a new look-up title by replacing the basic word with a listed equivalent.

For example, the *Coding Index* does not contain the entry title *Repairer, Refrigeration* because that title has never been used by survey respondents. However, if such a title were given by a respondent, you could select the following as a matching entry using a *Basic Word Equivalent*:

4307 Serviceperson, Refrigeration

Note: When you substitute another basic word, you must still have an exact match on the qualifying word(s).

BASIC WORD	BASIC WORD EQUIVALENTS
Assistant	Attendant, Hand, Help, Labourer, Worker
Attendant	Assistant, Hand, Help, Labourer, Worker
Director	Manager
Driver	Operator
Hand	Assistant, Attendant, Help, Labourer, Worker
Help(er)	Assistant, Attendant, Hand, Labourer, Worker
Labourer	Assistant, Attendant, Hand, Help, Worker
Machinist	Operator
Repairer	Serviceperson
Serviceperson	Repairer
Worker	Assistant, Attendant, Hand, Help, Labourer

When you have several Basic Word Equivalents to choose from, it will save time if you first select the one which sounds most plausible when coupled with the qualifying word.

5.10.2 Gender-Specific Basic Words

Gender-Specific Basic Words

Some basic words indicate gender. In many cases both masculine and feminine forms appear in the *Coding Index*. In other cases either the most commonly used form, or the gender-neutral form, appears in the index.

When matching entry titles with look-up titles:

- words ending in *-man*, *-woman* and *-person* are interchangeable.

- words with the feminine ending *-ess* are equivalent to their masculine counterparts; and
- the words *boy* and *girl* are interchangeable, but they must not be replaced with *man*, *woman* or *person*.

Note: Do not make any other substitutions. For example *woman* must not be substituted for *lady*.

Here is a list of gender-specific words which are covered by the gender-neutral form in the Coding Index:

GENDER-SPECIFIC WORD	BASIC WORD IN INDEX
Draftsman or Draftswoman	Draftsperson
Repairman or Repairwoman	Repairer
Salesman or Saleswoman	Salesperson
Serviceman or Servicewoman	Serviceperson
Tradesman or Tradeswoman	Tradesperson
Linesman or Lineswoman	Linesperson

Apart from the above examples, you will not need to modify responses to generate gender-neutral words as you will find most commonly used gender-specific words in the *Coding Index*. For example, you will find *Boy*, *Paper* not *Person*, *Paper* as an entry title.

6. DIRECTIVE ENTRIES
DIRECTIVES

There are two types of directive in the Coding Index:

- *Code to ...* [another basic word or entry title]; and
- *Disregard [the] Title.*

6.1 Code to ... [another basic word or entry title]
Code to ...

To reduce the size of the index, certain entries direct you to look for a matching entry under another basic word or entry title. These end with the phrase *Code to...* followed by the basic word or entry title to be used in the new look-up title.

The new look-up title should include any qualifying words that have been given by the respondent (excluding *always extraneous* words).

For example, the look-up title *Assistant, Forestry Technical*, can first be matched with the entry:

???? Assistant, Technical/ except above: Code to Technician.

By following the directive, you would then have to create the new look-up title *Technician, Forestry* for which you would find an exact match in the index.

Some *Code to...* entries have one or two leading digits in the code field. In these cases, you should look for a new matching entry in which the code has the same leading digit(s).

6.2 Disregard [the] Title
Disregard [the] Title

Some title responses give little or no information about the person's occupation. They may tell us who the person's employer is (eg. *Public Servant*) or what level of promotion the person has achieved (eg. *Army Lieutenant*).

When you create a look-up title from one of these, the matching entry will direct you to *Disregard [the] Title*.

This means that you should ignore the title, and if a second title has been given in the title or task response, you should use it to create a new look-up title.

In the following example, the look-up title which replaces *Servant, Public* is *Clerk, Personnel*:

Title response: Public Servant
Task response: Personnel Clerk

If there is no second title, try to create a new look-up title from task information using the standard procedures described in Chapter 5.7.

If you cannot create a new look-up title, refer the record for query resolution.

Note: The disregarded title may be useful as **additional information** when matching a *supplementary description*.

7. QUERY RESOLUTION

**QUERY
RESOLUTION**

7.1 How to Refer Records for Query Resolution

**How to Refer
Records for
Query Resolution**

A record which cannot be coded using the standard procedures described in this *Reference Guide* becomes a query.

It is recommended that queries be resolved, as a separate process, by someone trained in query resolution, using the procedures described in the *Query Resolution Guide* (Part Five of this manual).

Two ways of recording queries for later resolution are suggested:

1. Simply put the forms requiring query resolution to one side.
2. Copy the information needed (title, task, industry and employer responses) onto query cards together with other information which may be needed to identify the record.

7.2 Types of Records Requiring Query Resolution

**Records Requiring
Query Resolution**

Records may be referred to the query resolver for any of the following reasons:

1. • Neither title nor task information has been given.
2. • No title has been given;
• Tasks have been given;
• Look-up title cannot be created using standard procedures (see Chapter 5.7).
3. • Basic word is not in the index.
4. • Look-up title contains one or more qualifying words;
• Basic word is in the index with different qualifying words so there is no matching entry title;
• No (more) Basic Word Equivalents.
5. • Look-up title contains no qualifying words;
• Basic word is in the index but only with qualifying words;
• None of the qualifying words can be close-matched with additional information in the record;
• No (more) Basic Word Equivalents.

6.
 - Exact match on entry title;
 - Each entry in the block has a supplementary description;
 - No additional information in the record;
 - No *NAI* entry;
 - No *except above* entry.

7.
 - Exact match on entry title;
 - Each entry in the block has a supplementary description;
 - Additional information in record of type specified in the *NAI* entry;
 - Additional information does not closely match any supplementary description in the block of entries;
 - No *except above* entry.

8.
 - Exact match on entry title;
 - Close match on supplementary description (if any);
 - Matching entry has no code and a directive;
 - Second matching entry cannot be found (for one of the reasons previously listed).

**ASCO CODING SYSTEM
UNIT GROUP LEVEL
(Revised 1992 Edition)**

PART 4

CODING INDEX

Code Title/ Task or Industry Response

2501	Academic
3999	Accessioner/ <u>library</u>
2815	Accompanist
5301	Accountant, Bank
1301	Accountant, Chief
5301	Accountant/ <u>branch of bank</u>
2701	Accountant/ except above
2817	Acrobat
2817	Actor
2909	Actuary
2399	Acupuncturist
3905	Adjuster, Insurance
3905	Adjuster, Loss
2707	Administrator, Data
2707	Administrator, Data Base
1201	Administrator, Hospital
1309	Administrator, Human Resources
2799	Administrator, Medical Records
1315	Administrator, Nurse
1201	Admiral/ <u>navy</u>
2701	Adviser, Accounting
2107	Adviser, Agricultural
2799	Adviser, Business
2603	Adviser, Careers
2905	Adviser, Child Care
2905	Adviser, Childrens' Services
2905	Adviser, Curriculum
2901	Adviser, Economic
2905	Adviser, Education
2701	Adviser, Financial
6301	Adviser, Footware
6103	Adviser, Insurance
6101	Adviser, Investment
2605	Adviser, Legal
2799	Adviser, Management
2799	Adviser, Ministerial/ <u>government</u> : NAI (about area of advice)
1315	Adviser, Nursing/ planning
2107	Adviser, Pastoral/ <u>agriculture</u>
2799	Adviser, Policy/ <u>government</u> : NAI (about policy area)
2905	Adviser, Pre School
2999	Adviser, Recreation

Code Title/ Task or Industry Response

5999	Adviser, Sales/ taking classified advertisements
67??	Adviser, Sales/ except above: Code to Salesperson
6599	Adviser, Service
6599	Adviser, Service/ Telecom
2701	Adviser, Taxation
2905	Adviser, Teacher
6507	Adviser, Travel
2799	Adviser/ <u>government policy</u> : NAI (about policy area)
2999	Adviser/ strategic analysis
8203	Adzman
6699	Aesthetician
????	Agent, Advertising: Code to Manager, Advertising Agency
6103	Agent, Assurance
????	Agent, Bloodstock: Code to Agent, Stock
6405	Agent, Booking/ <u>airline</u>
2799	Agent, Booking/ <u>model agency</u>
6405	Agent, Booking/ <u>ticketing</u>
????	Agent, Car Rental: Code to Manager, Car Rental
5901	Agent, Commercial/ debt collection
67??	Agent, Commission: Code to Salesperson
67??	Agent, Company: Code to Salesperson
5503	Agent, Customs
3999	Agent, Enquiry
6201	Agent, Fashion
6201	Agent, Fuel
5601	Agent, Guest Service/ <u>hotel or motel</u>
3999	Agent, Inquiry
6103	Agent, Insurance
6105	Agent, Land
6105	Agent, Leasing
2799	Agent, Literary
????	Agent, Livestock: Code to Agent, Stock
6599	Agent, Lotteries
6201	Agent, Manufacturer's
6201	Agent, Mercantile
6405	Agent, Passenger/ <u>airline</u>
8511	Agent, Patrol
5909	Agent, Post Office
5909	Agent, Postal
6105	Agent, Real Estate
6405	Agent, Sales/ <u>airline</u>
6405	Agent, Sales/ <u>ticketing</u>
6201	Agent, Sales/ except above
5907	Agent, Settlement
5503	Agent, Shipping
6105	Agent, Stock/ buying or selling stock

Code	Title/ Task or <u>Industry</u> Response
1599	Agent, Stock/ supervising staff, administration
1599	Agent, Stock/ NAI (about specific tasks)
1599	Agent, T.A.B./ supervising staff, administration
6405	Agent, T.A.B./ taking bets
1599	Agent, T.A.B./ NAI (about specific tasks)
6599	Agent, Tattsлото
2701	Agent, Tax
2799	Agent, Theatrical
6507	Agent, Travel
6201	Agent, Wholesale/ selling
1601	Agent, Wholesale/ staff supervision, administration
1601	Agent, Wholesale/ NAI (about specific tasks)
2799	Agent/ <u>arranging work contracts, finding people work</u>
6301	Agent/ <u>retail selling</u>
6201	Agent/ <u>wholesale selling</u>
2107	Agronomist
2107	Agrostologist
8999	Aide, Blood Bank
6601	Aide, Child Care
8921	Aide, Dietary
6607	Aide, Family
6607	Aide, Home/ caring for aged or infirm
6601	Aide, Home/ child care
8301	Aide, Home/ cleaning and other domestic duties
6601	Aide, Integration/ <u>school</u>
6601	Aide, Kindergarten
5401	Aide, Library
6601	Aide, Mental Retardation
6603	Aide, Nurse's
6603	Aide, Nursing
5601	Aide, Occupational Therapist's/ clerical tasks
6699	Aide, Occupational Therapist's/ helping with patients
5601	Aide, Physiotherapist's/ clerical tasks
6699	Aide, Physiotherapist's/ helping with patients
3501	Aide, Police
6601	Aide, Pre School
6601	Aide, Pre-Primary
8999	Aide, Red Cross
6601	Aide, Rehabilitation
6601	Aide, Residential Care
6601	Aide, Social Therapy
8921	Aide, Sterilizing
5903	Aide, Teacher's
8921	Aide, Ward
????	Aircraftsman/ <u>air force</u> : Disregard Title

Code Title/ Task or Industry Response

???? Aircraftswoman/ air force: Disregard Title

3303 Aircrewman/ defence forces

???? Airman/ air force: Disregard Title

???? Airwoman/ air force: Disregard Title

8923 Aligner, Wheel

2303 Allergist

5503 Allocator/ ready-mixed concrete

1101 Ambassador

2303 Anaesthetist

2707 Analyst + Programmer

2707 Analyst, A.D.P.

3303 Analyst, Airborne Electronics/ defence forces

2707 Analyst, Audit/ E.D.P.

2701 Analyst, Audit/ except above

2799 Analyst, Business

3103 Analyst, Chemical

2707 Analyst, Communications/ computing or A.D.P.

2211 Analyst, Communications/ engineering design

2707 Analyst, Computer

3999 Analyst, Cost

2701 Analyst, Credit/ corporate finance

3999 Analyst, Credit/ except above

2707 Analyst, Data Base

2999 Analyst, Defence

2901 Analyst, Economic

3999 Analyst, Financial/ assessing creditworthiness for credit cards

3999 Analyst, Financial/ assessing creditworthiness personal loans

2701 Analyst, Financial/ except above

3999 Analyst, Forms

2999 Analyst, Imagery/ defence

2799 Analyst, Industry

2999 Analyst, Intelligence

6101 Analyst, Investment

3103 Analyst, Laboratory

2907 Analyst, Market Research

2907 Analyst, Marketing

2909 Analyst, Operations Research

2799 Analyst, Organisational

2799 Analyst, Policy

2705 Analyst, Resource/ manpower or personnel

3103 Analyst, Seed

2909 Analyst, Statistical

Code	Title/ Task or <u>Industr</u> <u>Response</u>
2999	Analyst, Strategic/ <u>defence</u>
3103	Analyst, Sugar
2707	Analyst, Systems
2901	Analyst, Trade
3103	Analyst, Water
3103	Analyst/ product or sample analysis, assaying or testing
2107	Anatomist
????	Ancillary, School: Code to Assistant, School
2805	Animator
7315	Annealer
2819	Announcer
4209	Anodiser
2907	Anthropologist
1401	Apiarist
6699	Applicator, Fingernail
6199	Appraiser/ <u>motor vehicle</u>
4307	Apprentice, Airconditioning
4211	Apprentice, Aircraft Maintenance
4403	Apprentice, Building/ bricklaying
4401	Apprentice, Building/ carpentry or joinery
4400	Apprentice, Building/ NAI (about specific tasks)
4311	Apprentice, Communications
4303	Apprentice, Electrical/ armature winding
4305	Apprentice, Electrical/ automotive
4303	Apprentice, Electrical/ electrical fitting
4309	Apprentice, Electrical/ installation of wiring, lights or switches
4301	Apprentice, Electrical/ powerline
4307	Apprentice, Electrical/ refrigeration or airconditioning
4300	Apprentice, Electrical/ NAI (about specific tasks)
4311	Apprentice, Electronics/ broadcasting or communications
4315	Apprentice, Electronics/ computer servicing
4313	Apprentice, Electronics/ radio and television repair
4300	Apprentice, Electronics/ NAI (about specific tasks)
4307	Apprentice, Refrigeration
4703	Apprentice/ <u>baking</u>
4903	Apprentice/ cabinet making
4903	Apprentice/ furniture manufacturing or repair
4703	Apprentice/ <u>pastry cooking</u>
3999	Apprentice/ wool handling or classing
4000	Apprentice/ NAI (about specific trade or tasks)
????	Apprentice/ except above: Disregard Title

Code Title/ Task or Industry Response

4805	Arboriculturist
2907	Archaeologist
1399	Archbishop
2607	Archdeacon
2201	Architect
2211	Architect, Computer
2219	Architect, Naval
2999	Archivist
4213	Armourer
2815	Arranger, Music
3999	Artist, Airbrush
3999	Artist, Background
2817	Artist, Circus
2805	Artist, Commercial
2805	Artist, Computer Graphics
4925	Artist, Copper
2805	Artist, Display
3999	Artist, Finishing
4999	Artist, Floral
4925	Artist, Glass
2805	Artist, Graphic
3999	Artist, Layout
3999	Artist, Lettering
3903	Artist, Make Up
6699	Artist, Nail/ manicuring
3999	Artist, Paste Up
3999	Artist, Show Card
2813	Artist, Striptease
2817	Artist, Variety
2801	Artist/ painting
2800	Artist/ NAI (about specific tasks)
2??? ASO/	<u>class 1-6 APS</u> : advice, research or development: Code to Researcher
5??? ASO/	<u>class 1-6 APS</u> : clerical tasks: Code to Clerk
7??? ASO/	<u>class 1-6 APS</u> : driving: Code to Driver
3905 ASO/	<u>class 1-6 APS</u> : inspecting, licensing or regulating
8??? ASO/	<u>class 1-6 APS</u> : manual tasks: Code to Labourer
???? ASO/	<u>class 1-6 APS</u> : operating machinery: Code to Operator
5000 ASO/	<u>class 1-6 APS</u> : NAI (about tasks)
???? ASO/	<u>class 1-6 APS</u> : except above: Disregard Title
1311 ASO/	<u>class 7-8 APS</u> : <u>computing section, branch or division</u>
1311 ASO/	<u>class 7-8 APS</u> : <u>data processing section, branch or division</u>
1301 ASO/	<u>class 7-8 APS</u> : <u>finance section, branch or division</u>

Code Title/ Task or Industry Response

1309	ASO/ class 7-8 APS; <u>personnel section, branch or division</u>
1313	ASO/ class 7-8 APS; <u>policy development section, branch or division</u>
1399	ASO/ class 7-8 APS; <u>research section, branch or division</u>
1313	ASO/ class 7-8 APS; <u>NAI (about function of section, branch or div.)</u>
????	ASO/ class 7-8 APS; except above: Disregard Title
2101	Assayer
3103	Assayer, Fire
8103	Assembler
8907	Assembler, Order
5303	Assessor, Claims/ <u>health insurance</u>
3905	Assessor, Claims/ <u>insurance except health</u>
3103	Assessor, Forest
5303	Assessor, <u>Insurance/</u> health
3905	Assessor, <u>Insurance/</u> except above
3905	Assessor, Loss
2903	Assessor, Personnel Selection/ <u>air force</u>
5999	Assessor, <u>Social Security</u>
5999	Assessor, Taxation
5999	Assessor, <u>Welfare Benefits</u>
5999	Assigner, Cable/ <u>telecommunications</u>
5301	Assistant, Accountant's
5???	Assistant, Administrative/ clerical except typing or secretarial: Code to Clerk
5101	Assistant, Administrative/ secretarial or shorthand
5103	Assistant, Administrative/ typing
????	Assistant, Administrative/ except above: Disregard Title
8201	Assistant, Apiary
8101	Assistant, Baker's
8101	Assistant, Bakery
6301	Assistant, Bakery Shop
6503	Assistant, Bar/ <u>liquor industry</u>
7499	Assistant, Bindery
8101	Assistant, Boilermaker's
????	Assistant, Branch/ <u>bank, building society or credit union</u> : Code to Clerk, Bank
8101	Assistant, Butcher's/ cutting meat
6301	Assistant, Butcher's/ selling or serving
8101	Assistant, Butcher's/ NAI (about specific tasks)
8101	Assistant, Cabinetmaker's
8101	Assistant, Cable Joiner's
6403	Assistant, Cafe/ checkout operating
6301	Assistant, Cafe/ counter service
8919	Assistant, Cafe/ kitchen work
8919	Assistant, Cafe/ NAI (about specific tasks)
6403	Assistant, Cafeteria/ checkout operating
6301	Assistant, Cafeteria/ counter service
8919	Assistant, Cafeteria/ kitchen work

Code Title/ Task or Industry Response

8919	Assistant, Cafeteria/ NAI (about specific tasks)
3999	Assistant, Camera
6403	Assistant, Canteen/ checkout operating
6301	Assistant, Canteen/ counter service
8919	Assistant, Canteen/ kitchen work
8919	Assistant, Canteen/ NAI (about specific tasks)
8101	Assistant, Carpenter's
8101	Assistant, Carpet Layer's
8919	Assistant, Catering
6301	Assistant, Chemist's
6601	Assistant, Child Care
6601	Assistant, Child Welfare
5601	Assistant, Chiropractor's
57??	Assistant, Clerical/ clerical tasks: Code to Clerk
87??	Assistant, Clerical/ manual tasks: Code to Labourer
5000	Assistant, Clerical/ NAI (about specific tasks)
6699	Assistant, Cloakroom
8101	Assistant, Confectioner's
8919	Assistant, Cook's
6301	Assistant, Counter
6601	Assistant, Creche
8999	Assistant, Crematorium
3999	Assistant, Curatorial
6301	Assistant, Delicatessen
6605	Assistant, Dental
8921	Assistant, Dietitian's
6301	Assistant, Dispensary
3207	Assistant, Drafting/ architectural
3207	Assistant, Drafting/ building
3207	Assistant, Drafting/ cartographic
3203	Assistant, Drafting/ civil
3201	Assistant, Drafting/ electrical or electronic
3205	Assistant, Drafting/ mechanical
3200	Assistant, Drafting/ NAI (about type of drafting)
8415	Assistant, Driller's
7107	Assistant, Driver's/ train or locomotive
2807	Assistant, Editorial
2999	Assistant, Electoral
2999	Assistant, Electorate
8101	Assistant, Electrician's
3203	Assistant, Engineering/ civil
3201	Assistant, Engineering/ electrical
3203	Assistant, Engineering/ <u>local government</u>
3205	Assistant, Engineering/ mechanical
3205	Assistant, Engineering/ repairing or maintaining machinery
2807	Assistant, Engineering/ technical writing
2999	Assistant, Executive

Code Title/ Task or Industry Response

8101	Assistant, Fitter's
8101	Assistant, Florist's/ arranging flowers
6301	Assistant, Florist's/ selling or serving
8101	Assistant, Florist's/ NAI (about specific tasks)
8921	Assistant, Food Services
8101	Assistant, Forger's/ metal
8999	Assistant, Funeral Director's
8909	Assistant, Furniture Removalist's
8919	Assistant, Galley
8205	Assistant, Gardener's
????	Assistant, General: Disregard Title
8101	Assistant, Glazier's
8205	Assistant, Greenkeeper's
8101	Assistant, Hairdresser's
2405	Assistant, Home Economics/ high school teaching
8921	Assistant, Hospital
3103	Assistant, Hydrographic
8999	Assistant, Kennel
6601	Assistant, Kindergarten
8919	Assistant, Kitchen
3101	Assistant, Laboratory/ medical
4999	Assistant, Laboratory/ <u>optical lens</u>
7435	Assistant, Laboratory/ <u>photographic processing</u>
3103	Assistant, Laboratory/ <u>science</u>
3100	Assistant, Laboratory/ <u>NAI (about type of laboratory)</u>
8917	Assistant, Laundry
5101	Assistant, Legal/ secretarial
5401	Assistant, Library
8101	Assistant, Line/ power
8101	Assistant, Linesperson's
7107	Assistant, Locomotive
8919	Assistant, Lunch Bar/ kitchen work not selling
6301	Assistant, Lunch Bar/ selling or serving
6301	Assistant, Lunch Bar/ NAI (about specific tasks)
5603	Assistant, Manual/ <u>Telecom</u>
6301	Assistant, Milk Bar
8999	Assistant, Milk Vendor's
8999	Assistant, Milkman's
7???	Assistant, Mint/ driving or operating machinery or plant: Code to Operator
8999	Assistant, Mooring
3999	Assistant, Mortuary
8101	Assistant, Moulder's/ metal
8921	Assistant, Nurse's
6601	Assistant, Nursery/ <u>childminding</u>
8205	Assistant, Nursery/ <u>horticulture</u>
8921	Assistant, Nursing
5601	Assistant, Occupational Therapist's/ clerical tasks

Code	Title/ Task or Industry Response
6699	Assistant, Occupational Therapist's/ helping with patients
57??	Assistant, Office: Code to Clerk
5601	Assistant, Optometric/ receptionist
8101	Assistant, Painter and Decorator's
8101	Assistant, Painter's
8909	Assistant, Parcel/ railways
8101	Assistant, Pastrycook's
3999	Assistant, Pathology
5601	Assistant, Personal/ receptionist
5101	Assistant, Personal/ typing or shorthand
6301	Assistant, Pharmacist's
6301	Assistant, Pharmacy
7435	Assistant, Photographic/ printing film, not selling or serving
6301	Assistant, Photographic/ selling or serving
5601	Assistant, Physiotherapist's/ clerical tasks
6699	Assistant, Physiotherapist's/ helping with patients
8101	Assistant, Plasterer's
3999	Assistant, Post Mortem
5909	Assistant, Postal
8101	Assistant, Powder Monkey's
6601	Assistant, Pre-school
8101	Assistant, Printer's
3903	Assistant, Production/ <u>film and television</u>
8101	Assistant, Projectionist's
8101	Assistant, Pyrotechnician's
3905	Assistant, Quarantine
2999	Assistant, Research/ assisting member of parliament
2???	Assistant, Research/ except above: Code to Researcher
6601	Assistant, Residential Care
8405	Assistant, Rigger's
7399	Assistant, Rolling Mill
6403	Assistant, Sales/ check out not selling or serving
8301	Assistant, Sales/ cleaning not selling or serving
8919	Assistant, Sales/ cooking not selling or serving
8907	Assistant, Sales/ loading or unloading not selling or serving
8105	Assistant, Sales/ packing not selling or serving
6301	Assistant, Sales/ selling or serving
8907	Assistant, Sales/ shelf or fridge filling not selling or serving
8105	Assistant, Sales/ weighing, not selling or serving
6301	Assistant, Sales/ except above
5301	Assistant, School/ bookkeeping
5499	Assistant, School/ filing, duplicating or photocopying
8919	Assistant, School/ home economics
3999	Assistant, School/ laboratory
5401	Assistant, School/ library
5103	Assistant, School/ typing
5903	Assistant, School/ except above

Code	Title/ Task or <u>Industry</u> Response
6403	Assistant, Shop/ check out not selling or serving
8301	Assistant, Shop/ cleaning not selling or serving
8919	Assistant, Shop/ cooking not selling or serving
8907	Assistant, Shop/ loading or unloading not selling or serving
8105	Assistant, Shop/ packing not selling or serving
6301	Assistant, Shop/ selling or serving
8907	Assistant, Shop/ shelf or fridge filling not selling or serving
8105	Assistant, Shop/ weighing, not selling or serving
6301	Assistant, Shop/ except above
8101	Assistant, Shot-firer's
8101	Assistant, Signwriter's
8919	Assistant, Snack Bar/ kitchen duties not selling
6301	Assistant, Snack Bar/ selling or serving
6301	Assistant, Snack Bar/ NAI (about specific tasks)
????	Assistant, Spare parts: Code to Assistant, Sales
6601	Assistant, Special Teaching
3903	Assistant, Staging
8903	Assistant, Station/ carrying luggage
8909	Assistant, Station/ handling parcels
6405	Assistant, Station/ selling tickets
7399	Assistant, Station/ shunting
8901	Assistant, Station/ taking tickets or gatekeeping
8999	Assistant, Station/ except above
8921	Assistant, Sterilizing
8101	Assistant, Stonemason's
????	Assistant, Store/ retail store: Code to Assistant, Sales
8907	Assistant, Storeman's
8907	Assistant, Stores
8201	Assistant, Stud
????	Assistant, Supermarket: Code to Assistant, Sales
57??	Assistant, Survey/ clerical tasks: Code to Clerk
5999	Assistant, Survey/ interviewing
8411	Assistant, Survey/ except above
8411	Assistant, Surveying
8411	Assistant, Surveyor's
6601	Assistant, Teacher's/ special
5903	Assistant, Teacher's/ except above
3103	Assistant, Technical/ <u>CSIRO</u> ; NAI (about type of research)
2999	Assistant, Technical/ patent attorney
5903	Assistant, Technical/ <u>technical college or CAE</u>
????	Assistant, Technical/ except above: Code to Technician
8101	Assistant, Telecom
6405	Assistant, Theatre/ selling tickets
8101	Assistant, Tiler's
8101	Assistant, Trades
8101	Assistant, Tradesperson's
8999	Assistant, Trolley/ <u>supermarket</u>

Code Title/ Task or Industry Response

8909	Assistant, Truck Driver's
8101	Assistant, Turner's
8999	Assistant, Undertaker's
8921	Assistant, Ward
4911	Assistant, Wardrobe
8907	Assistant, Warehouse
7399	Assistant, Yard/ <u>railway</u>
7???	Assistant/ operating machinery or plant: Code to Operator
3207	Associate, Architectural
3207	Associate, Cartographic
3203	Associate, Engineering/ civil
3201	Associate, Engineering/ electrical
3201	Associate, Engineering/ electronic
3205	Associate, Engineering/ mechanical
3200	Associate, Engineering/ NAI (about type of engineering)
2605	Associate, Judge's
2605	Associate, Justice, to
6105	Associate, Real Estate
2???	Associate, Research: Code to Researcher
3207	Associate, Surveying
8199	Assorter/ <u>tinplate</u>
6699	Astrologer
2105	Astronomer
2105	Astrophysicist
3915	Athlete
3909	Attendant, Ambulance
7399	Attendant, Amusement/ <u>operating fairground equipment</u>
8999	Attendant, Animal
6599	Attendant, Auction Room
6503	Attendant, Bar/ <u>liquor industry</u>
8999	Attendant, Barrier/ <u>racecourse</u>
8999	Attendant, Bin/ <u>bulk grain handling</u>
7303	Attendant, Boiler/ <u>all industries other than power generation</u>
7301	Attendant, Boiler/ <u>power generation</u>
7300	Attendant, Boiler/ <u>NAI (about industry)</u>
6301	Attendant, Bottle Shop
7433	Attendant, Bottling Hall/ <u>winery</u>
7433	Attendant, Bottling Machine
8999	Attendant, <u>Bowling Alley</u>
6599	Attendant, Bowser
6609	Attendant, Cabin
6403	Attendant, Cafeteria/ checkout operating
6301	Attendant, Cafeteria/ counter service

Code Title/ Task or Industry Response

8919	Attendant, Cafeteria/ kitchen work
8919	Attendant, Cafeteria/ NAI (about specific tasks)
6403	Attendant, Canteen/ checkout operating
6301	Attendant, Canteen/ counter service
8919	Attendant, Canteen/ kitchen work
8919	Attendant, Canteen/ NAI (about specific tasks)
6403	Attendant, Car Park/ cashier
8999	Attendant, Car Park/ directing or parking cars
6405	Attendant, Car Park/ selling tickets
8301	Attendant, Car Wash
7399	Attendant, Channel/ <u>irrigation</u>
6699	Attendant, Cloakroom
6301	Attendant, Counter/ selling or serving
5907	Attendant, Court/ legal
6601	Attendant, Creche
8999	Attendant, Crosswalk
7399	Attendant, Crusher/ <u>stone or ore</u>
7435	Attendant, Darkroom
6505	Attendant, Dining Room
8901	Attendant, Door
6301	Attendant, Drive-In Bottle Shop
6405	Attendant, Drive-In theatre/ selling tickets
6599	Attendant, Driveway
7425	Attendant, Dye Vat
7399	Attendant, Electrolytic Cell
7303	Attendant, Engine Room/ ship
8999	Attendant, First Aid
6609	Attendant, Flight
6699	Attendant, Gallery
8301	Attendant, Garage/ car cleaning, not lubes or repairs
8101	Attendant, Garage/ lube or workshop
6599	Attendant, Garage/ selling or serving
6599	Attendant, Garage/ NAI (about specific tasks)
8901	Attendant, Gate
7315	Attendant, Incinerator Plant
7315	Attendant, Kiln
6301	Attendant, Kiosk
8999	Attendant, Lamproom
8917	Attendant, <u>Launderette</u>
8917	Attendant, <u>Laundromat</u>
7499	Attendant, Laundry Machine
5401	Attendant, Library
7313	Attendant, Lift
8101	Attendant, Lube
8919	Attendant, Lunch Bar/ kitchen duties not selling
6301	Attendant, Lunch Bar/ selling or serving
6301	Attendant, Lunch Bar/ NAI (about specific tasks)

Code	Title/ Task or <u>Industry</u> Response
6301	Attendant, Milk Bar
6699	Attendant, Museum
8921	Attendant, Nurse
6601	Attendant, Nursery/ <u>childminding</u>
8205	Attendant, Nursery/ <u>horticulture</u>
8921	Attendant, Operating Theatre
7433	Attendant, Packing Machine
8999	Attendant, Parking Meter
6599	Attendant, Petrol Pump
8999	Attendant, Pinball Machine
7???	Attendant, Plant: Code to Operator, Plant
8999	Attendant, Poker Machine
8911	Attendant, Pool
7399	Attendant, Precipitator/ <u>ore processing</u>
8999	Attendant, Railway Crossing
8301	Attendant, Roadhouse/ car cleaning, not lubes or repairs
4705	Attendant, Roadhouse/ cooking
6301	Attendant, Roadhouse/ selling or serving
6301	Attendant, Roadhouse/ NAI (about specific tasks)
8999	Attendant, Rubbish Dump
8415	Attendant, Screen/ <u>mineral ore processing</u>
8911	Attendant, Security
8301	Attendant, Service Station/ car cleaning, not lubes or repairs
8101	Attendant, Service Station/ lube or workshop
6599	Attendant, Service Station/ selling or serving
6609	Attendant, Sleeping Car
8919	Attendant, Snack Bar/ kitchen duties not selling
6301	Attendant, Snack Bar/ selling or serving
6301	Attendant, Snack Bar/ NAI (about specific tasks)
8901	Attendant, Sporting/ gatekeeping
7433	Attendant, Strapping Machine
5601	Attendant, Surgery
8919	Attendant, Tea
7499	Attendant, Tobacco Processing Machine
4805	Attendant, Tree
8901	Attendant, Turnstile
8999	Attendant, Vending Machine
8999	Attendant, Veterinary
8999	Attendant, Washroom
7399	Attendant, Weighbridge
7???	Attendant/ driving or operating machinery or plant: Code to Operator
2605	Attorney, Patent
6599	Auctioneer
399	Audiologist
3101	Audiometrist

Code Title/ Task or Industry Response

8109 Auditor, Car/ automobile manufacturing
5601 Auditor, Night/ hotel or motel
8109 Auditor, Quality
5505 Auditor, Stock
2707 Auditor/ A.D.P.
2707 Auditor/ E.D.P.
2701 Auditor/ except above

2809 Author

5601 Auxiliary, Police

8203 Axeman

Code Title/ Task or Industry Response

6601 Babysitter
2109 Bacteriologist/ medical
2107 Bacteriologist/ except above
5999 Bagman/ betting
5907 Bailiiff
7399 Bailiiff, Water
4703 Baker
7409 Balanceman/ tyre manufacture
2815 Bandmaster
1201 Banker, Merchant
4927 Barber
8925 Bargeman
6503 Barmaid
6503 Barperson
2605 Barrister
2605 Barrister + Solicitor
8499 Barrowman/ construction
6503 Bartender
8999 Baruseful
7399 Batcher, Concrete
7425 Beamer/ textiles
3909 Bearer, Ambulance
4603 Beater, Panel
4600 Beater, Panel + Mechanic
4600 Beater, Panel + Spraypainter
6699 Beautician
1401 Beekeeper
8903 Bellboy
7309 Beltman
7413 Benchman
4921 Bender, Glass
4309 Bestboy

Code Title/ Task or Industry Response

4921 Beveller
2911 Bibliographer
4507 Binder + Finisher
4507 Binder, Book
8999 Binsman, Grain
2109 Biochemist/ medical research
2303 Biochemist/ treating patients
2107 Biochemist/ except above
2107 Biologist
2909 Biometrician
2107 Biophysicist
4703 Biscuitmaker
1399 Bishop
4201 Blacksmith
4909 Blaster/ explosives
7499 Blaster/ sand
7305 Blender/ chemicals except explosives, oil or glue
7411 Blender/ explosives
7431 Blender/ food or beverage
7411 Blender/ glue
7307 Blender/ oil
7427 Blindstitcher
8201 Blockhand
4403 Blocklayer
4921 Blower, Glass
8925 Boatswain
8911 Bodyguard
7431 Boiler, Sugar
4205 Boilermaker
4205 Boilermaker + Welder
8415 Bolter, Roof
???? Bombadier: Disregard Title
8199 Boner
4507 Bookbinder

Code	Title/ Task or <u>Industry</u> Response
4507	Bookfolder
5301	Bookkeeper
1599	Bookmaker/ supervising staff, administration
6405	Bookmaker/ taking bets and paying out
1599	Bookmaker/ NAI (about specific tasks)
6301	Bookseller/ selling or serving
1501	Bookseller/ supervising staff, administration
1501	Bookseller/ NAI (about specific tasks)
4915	Bootmaker
7317	Borer, Coal Seam
7317	Borer, Well
8203	Boss, Bush
7201	Boss, Shift/ <u>mining</u>
2107	Botanist
8901	Bouncer
8903	Boy, Bell
5605	Boy, Copy
8999	Boy, Delivery
5605	Boy, Message
8999	Boy, Milk
8999	Boy, Paper/ delivering newspapers
6501	Boy, Paper/ selling papers
6501	Boy, Paper/ NAI (about specific tasks)
8999	Boy, Trolley
7313	Braceman
4205	Brazier
4931	Breaker, Horse
1401	Breeder
4403	Brickie
4403	Bricklayer
1201	Brigadier/ <u>army</u>
6199	Broker, Commodities
6101	Broker, Finance
6199	Broker, Grain
6103	Broker, Insurance
6101	Broker, Investment
6105	Broker, Lease
6301	Broker, Pawn/ selling, serving or issuing tickets

Code	Title/ Task or Industry Response
1501	Broker, Pawn/ supervising staff, administration
1501	Broker, Pawn/ NAI (about specific tasks)
6105	Broker, Real Estate
6101	Broker, Share
6101	Broker, Stock
6199	Broker, Wool
6100	Broker/ NAI (about type of broking)
2???	Brother/ teaching: Code to Teacher
4907	Builder, Boat
4607	Builder, Body/ vehicle
8103	Builder, Car/ assembly line
4607	Builder, Car/ except above
8103	Builder, Caravan/ assembly line
4607	Builder, Caravan/ except above
4607	Builder, Carriage
4607	Builder, Coach
4607	Builder, Motor Body
7409	Builder, Tyre
8103	Builder, Vehicle/ assembly line
4607	Builder, Vehicle/ except above
4403	Builder/ bricklaying
4401	Builder/ carpentry
8403	Builder/ concreting
????	Builder/ installing: Code to Installer
1601	Builder/ supervising staff, administration
4205	Builder/ welding
1601	Builder/ NAI (about specific tasks)
4209	Burnisher
2701	Bursar
4701	Butcher
6699	Butler
4799	Buttermaker
3913	Buyer

Code	Title/ Task or <u>Industry</u> Response
4903	Cabinetmaker
6699	Caddie
3501	Cadet/ <u>police</u>
3903	Cameraman
2815	Campanologist
7411	Candlemaker
7433	Canner
2607	Canon
6501	Canvasser
7101	Captain, Coach
8907	Captain, Night/ <u>supermarket</u>
3301	Captain/ aircraft
1319	Captain/ <u>defence forces</u> ; managerial tasks specified
????	Captain/ <u>defence forces</u> ; except above: Disregard Title
3305	Captain/ ferry
3305	Captain/ ship except defence forces
2303	Cardiologist
6601	Caregiver/ child
6601	Caregiver/ <u>disabled or handicapped persons' hostel</u>
6601	Caregiver/ <u>elderly or infirm persons' hostel</u>
6601	Caregiver/ <u>sheltered workshop</u>
6601	Carer/ child
6601	Carer/ <u>disabled or handicapped persons' hostel</u>
6601	Carer/ <u>elderly or infirm persons' hostel</u>
6601	Carer/ <u>sheltered workshop</u>
8913	Caretaker
8913	Caretaker + Cleaner
8913	Caretaker + Gardener
8913	Caretaker + Groundsman
4401	Carpenter
4401	Carpenter + Builder
4401	Carpenter + Joiner
7105	Carrier
7105	Carter
2205	Cartographer
2801	Cartoonist
4905	Carver, Wood

Code	Title/ Task or <u>Industry</u> Response
6401	Cashier/ <u>bank, building society or credit union</u>
6403	Cashier/ except above
4101	Caster, Die
2911	Cataloguer
3905	Catcher, Dog
6403	Caterer/ checkout operating
4705	Caterer/ cooking
6301	Caterer/ counter service
8919	Caterer/ kitchen work not cooking
1503	Caterer/ supervising staff, administration
6505	Caterer/ waiting at tables
1503	Caterer/ NAI (about specific tasks)
6699	Celebrant, Marriage
7431	Cellarhand/ <u>winery</u>
8907	Cellarhand/ except above
7431	Cellarman/ <u>winery</u>
8907	Cellarman/ except above
2815	Cellist
7307	Cementer, Oil Well
3905	Censor
4999	Ceramist, Dental
8411	Chainman
4903	Chairmaker
1201	Chairperson/ company head
5303	Chalkie/ <u>stock exchange</u>
2607	Chaplain
8499	Chaser, Crane
7103	Chauffeur
6403	Checker/ check-out
5503	Checker/ <u>railway</u>
4799	Cheesemaker
4703	Chef/ pastry
4705	Chef/ except above
2307	Chemist/ pharmaceutical
3103	Chemist/ sugar or juice testing

Code Title/ Task or Industry Response

2101 Chemist/ except above

1303 Chief, News Bureau/ television

2319 Chiropodist

2317 Chiropractor

8203 Chokerman

2813 Choreographer

2815 Chorister

3903 Cinecameraman

2811 Cinematographer

3999 Classer, Wool

8109 Classer/ fruit and vegetable

3999 Classer/ hide and skin

8109 Classifier, Wheat

7499 Cleaner, Dry

8499 Cleaner/ brick

8199 Cleaner/ glass mould

8301 Cleaner/ except above

2607 Clergyman

5301 Clerk, Acceptance/ finance company

5301 Clerk, Accounts

5305 Clerk, Actuarial

5601 Clerk, Admissions

6405 Clerk, Airline

5601 Clerk, Appointment

2605 Clerk, Articled

5301 Clerk, Audit

5901 Clerk, Bad Debts

5301 Clerk, Bank/ accountant

5203 Clerk, Bank/ accounting or ledger machinist

2701 Clerk, Bank/ bank examiner

5499 Clerk, Bank/ batching or despatching cheques

5201 Clerk, Bank/ computer operator, not teller or customer service

6401 Clerk, Bank/ counter service, not enquiries

6401 Clerk, Bank/ customer service

5601 Clerk, Bank/ enquiries

5301 Clerk, Bank/ ledger examination or bookkeeping

5203 Clerk, Bank/ proof machinist or operator

5101 Clerk, Bank/ secretarial work

6401 Clerk, Bank/ teller or cashier

5201 Clerk, Bank/ terminal operator, not teller or customer service

Code Title/ Task or Industry Response

5103	Clerk, <u>Bank</u> / typist
5201	Clerk, <u>Bank</u> / V.D.U. operator, not teller or customer service
57??	Clerk, <u>Bank</u> / except above: Code to Clerk
5499	Clerk, Batch/ <u>banking industry</u>
5303	Clerk, Benefits/ <u>health</u>
5999	Clerk, Benefits/ <u>social security</u>
6405	Clerk, Booking
5999	Clerk, Bookmaker's
5303	Clerk, Broker Liaison
5301	Clerk, Budget
????	Clerk, <u>Building Society</u> : Code to Clerk, Bank
5505	Clerk, Buying
6403	Clerk, Cashier
57??	Clerk, Chief: Code to Clerk
5303	Clerk, Claims/ <u>insurance</u>
5301	Clerk, Claims/ <u>retail trade</u>
5300	Clerk, Claims/ <u>NAI (about type of claims)</u>
5999	Clerk, Classified Advertising
5999	Clerk, Coding
5901	Clerk, Collection/ money
5601	Clerk, Complaints
5907	Clerk, Conveyancing
5301	Clerk, Cost
6403	Clerk, Counter/ cashier
5601	Clerk, Counter/ enquiry
5303	Clerk, Counter/ <u>insurance</u>
6301	Clerk, Counter/ selling or serving
5907	Clerk, Courts, of
5301	Clerk, Credit
3905	Clerk, <u>Customs</u> / examining cargo or baggage
5503	Clerk, <u>Customs</u> / preparing documents
5501	Clerk, Data Control
5201	Clerk, Data Processing
5901	Clerk, Debtors
5503	Clerk, Despatch
5503	Clerk, Distribution
5499	Clerk, Duplicating
5601	Clerk, Enquiry
5301	Clerk, Estimates
5503	Clerk, Export
5401	Clerk, Filing
5301	Clerk, Finance
5503	Clerk, Freight
57??	Clerk, General: Code to Clerk
2999	Clerk, High Court, of
5601	Clerk, <u>Hospital</u> / admissions or ward
5503	Clerk, Import

Code Title/ Task or Industry Response

5601 Clerk, Information
5601 Clerk, Inquiry
5303 Clerk, Insurance
5505 Clerk, Inventory
5301 Clerk, Invoice
2605 Clerk, Law/ articulated
5907 Clerk, Law/ except above
6301 Clerk, Lay-by
5905 Clerk, Leave
5301 Clerk, Ledger
2605 Clerk, Legal/ articulated
5907 Clerk, Legal/ except above
5999 Clerk, Letting
5401 Clerk, Library
5301 Clerk, Loans
5907 Clerk, Magistrate's
5505 Clerk, Mail Order
5909 Clerk, Mail/ post office
5403 Clerk, Mail/ except above
1201 Clerk, Municipal
5??? Clerk, Office: Code to Clerk
5505 Clerk, Order
5303 Clerk, Overseas/ banking industry
5301 Clerk, Payroll
2705 Clerk, Personnel/ planning, developing or training
5905 Clerk, Personnel/ except above
5907 Clerk, Petty Sessions, of
5499 Clerk, Photocopying
5303 Clerk, Policy Holder Services
5909 Clerk, Postal
5303 Clerk, Posting/ stock exchange
5505 Clerk, Procurement
5501 Clerk, Production
5505 Clerk, Purchasing
5901 Clerk, Rates
5503 Clerk, Receiving
5301 Clerk, Reconciliation
5503 Clerk, Records/ despatch
5999 Clerk, Records/ meter
5905 Clerk, Records/ personnel
5501 Clerk, Records/ production
5505 Clerk, Records/ stock
5503 Clerk, Records/ transport
5401 Clerk, Records/ except above
5905 Clerk, Recruitment
5401 Clerk, Registry
6599 Clerk, Rental

Code Title/ Task or Industry Response

2???	Clerk, Research: Code to Researcher
6405	Clerk, Reservations
5905	Clerk, Roster
5301	Clerk, Salaries
5505	Clerk, Sales
5501	Clerk, Scheduling
5303	Clerk, Scrip
5907	Clerk, Settlement/ <u>real estate</u>
5303	Clerk, Settlement/ <u>stockbroking</u>
5000	Clerk, Settlement/ <u>NAI (about type of settlement)</u>
5303	Clerk, Share
5503	Clerk, Shipping
1201	Clerk, Shire
5505	Clerk, Spare Parts
5905	Clerk, Staff
5305	Clerk, Statistical
5505	Clerk, Stock
5303	Clerk, Stockbroker's
5505	Clerk, Stores
5303	Clerk, Superannuation
5505	Clerk, Supply
6405	Clerk, <u>T.A.B.</u> / taking bets
5????	Clerk, <u>T.A.B.</u> / except above: Code to Clerk
5503	Clerk, Tally/ despatch
5501	Clerk, Tally/ production records
5505	Clerk, Tally/ stock records
5503	Clerk, Tally/ transport records
5500	Clerk, Tally/ NAI (about type of tallying)
5301	Clerk, Taxation
5????	Clerk, Telecom: Code to Clerk
6405	Clerk, Ticket
5505	Clerk, Timber/ taking orders
5301	Clerk, Timekeeping
5503	Clerk, Timetable
5907	Clerk, Titles
6405	Clerk, Tote/ taking bets
5????	Clerk, Tote/ except above: Code to Clerk
1201	Clerk, Town
5503	Clerk, Transport
6507	Clerk, Travel
5503	Clerk, Trucks
5303	Clerk, Underwriting
5301	Clerk, Wages
5601	Clerk, Ward
5505	Clerk, Warehouse
5301	Clerk, Warranty
5503	Clerk, Wharf

Code Title/ Task or Industry Response

3207	Clerk, Works, of
5301	Clerk/ bookkeeping or accounting
5305	Clerk/ compiling tables, charts or graphs
2707	Clerk/ computer programming
2603	Clerk/ counselling
5201	Clerk/ operating computer
5603	Clerk/ operating switchboard or telephonist
5201	Clerk/ operating VDU
5601	Clerk/ reception
5101	Clerk/ secretarial work
2999	Clerk/ translating or interpreting
5103	Clerk/ typing
5000	Clerk/ NAI (about specific tasks)
4915	Clicker
2907	Climatologist
7413	Clipper, Veneer
2817	Clown
3915	Coach/ sports
4915	Cobbler
7499	Collator/ <u>newspaper or printing</u>
7105	Collector, Bottle/ driving truck
8999	Collector, Bottle/ except above
5999	Collector, Census
5901	Collector, Debt
8201	Collector, Egg
7105	Collector, Garbage/ driving truck
8905	Collector, Garbage/ except above
7105	Collector, Marine/ driving truck
8999	Collector, Marine/ except above
7105	Collector, Rubbish/ driving truck
8905	Collector, Rubbish/ except above
8901	Collector, Ticket
6405	Collector, Toll
8999	Collector, Trolley/ <u>supermarket</u>
8999	Collector/ money from parking meters and telephones
8999	Collector/ money from vending and amusement machines
1319	Colonel/ <u>defence forces</u> ; managerial tasks specified
????	Colonel/ <u>defence forces</u> ; except above: Disregard Title
2807	Columnist
7421	Comber, Yard
2817	Comedian

Code	Title/ Task or <u>Industry</u> Response
7499	Commander/ armoured fighting vehicle crew; <u>army</u>
1319	Commander/ <u>defence forces</u> ; managerial tasks specified
????	Commander/ <u>defence forces</u> ; except above: Disregard Title
2819	Commentator, Sport
8901	Commissionaire/ <u>hotel</u>
1103	Commissioner, Conciliation and Arbitration
1201	Commissioner, Fire
1201	Commissioner, Police
1201	Commodore/ <u>air force or navy</u>
5201	Communicator/ operating teletyping machine
6607	Companion + Housekeeper
6607	Companion, Home
2819	Compere
2815	Composer
4501	Compositor
7411	Compounder/ chemicals
5203	Comptometrist
8903	Concierge
8403	Concreter
2815	Conductor, <u>Band</u>
6405	Conductor, Bus
2815	Conductor, Orchestra
6609	Conductor, <u>Train</u> / sleeping car
6405	Conductor, <u>Train</u> / except above
6405	Conductor, Tram
4799	Confectioner
2199	Conservationist, Soil
2999	Conservator
3501	Constable/ <u>police</u>
6201	Consultant, Advertising
2107	Consultant, Agricultural
2201	Consultant, Architectural
6699	Consultant, Beauty
2799	Consultant, Business
1303	Consultant, Campaign/ advertising or political
6301	Consultant, Colour/ clothing or cosmetics
3999	Consultant, Colour/ interior decoration

Code	Title/ Task or <u>Industry</u> Response
2707	Consultant, Computer
6699	Consultant, Cosmetic
4999	Consultant, Crutching
2707	Consultant, Data Processing
4999	Consultant, Drenching
22??	Consultant, Engineering: Code to Engineer
6301	Consultant, Fashion/ <u>retail store</u>
6101	Consultant, Financial
6699	Consultant, Health Centre
6103	Consultant, Insurance
6699	Consultant, Introductory
6101	Consultant, Investment
2799	Consultant, Management
2703	Consultant, Marketing
2303	Consultant, Medical
2705	Consultant, Personnel
6101	Consultant, Property/ <u>investment</u>
2703	Consultant, Public Relations
6105	Consultant, Real Estate
67??	Consultant, Sales: Code to Salesperson
????	Consultant, Scientific: Code to Engineer
6201	Consultant, Software
2701	Consultant, Taxation
2907	Consultant, Town Planning
6507	Consultant, Travel
4403	Contractor, Bricklaying
4403	Contractor, Building/ bricklaying
4401	Contractor, Building/ carpentry
8403	Contractor, Building/ concreting
????	Contractor, Building/ installing: Code to Installer
1601	Contractor, Building/ supervising staff, administration
1601	Contractor, Building/ NAI (about specific tasks)
7201	Contractor, Bulldozing
7101	Contractor, Bus
7105	Contractor, Cartage/ driving
1601	Contractor, Cartage/ supervising staff, administration
1601	Contractor, Cartage/ NAI (about specific tasks)
8403	Contractor, Cement
8301	Contractor, Cleaning
8403	Contractor, Concrete
4403	Contractor, Construction/ bricklaying
4401	Contractor, Construction/ carpentry
8403	Contractor, Construction/ concreting
????	Contractor, Construction/ installing: Code to Installer
1601	Contractor, Construction/ supervising staff, administration
1601	Contractor, Construction/ NAI (about specific tasks)
4409	Contractor, Drainage

Code	Title/ Task or <u>Industry</u> Response
7201	Contractor, Earthmoving
4309	Contractor, Electrical
8499	Contractor, Fencing
4919	Contractor, Flooring/ laying carpet, linoleum, or vinyl or cork tiles
4413	Contractor, Flooring/ laying ceramic or quarry tiles, or terrazzo
4401	Contractor, Flooring/ <u>wooden floors</u>
8403	Contractor, Foundation
7105	Contractor, Garbage/ driving truck
8905	Contractor, Garbage/ except above
4805	Contractor, Gardening
8403	Contractor, Grano
8403	Contractor, Granolithic
7209	Contractor, Harvesting
7105	Contractor, Haulage/ driving
1601	Contractor, Haulage/ supervising staff, administration
1601	Contractor, Haulage/ NAI (about specific tasks)
4805	Contractor, Landscape
8205	Contractor, Lawn Mowing
8203	Contractor, Logging
5605	Contractor, Mail
????	Contractor, Maintenance: Code to Contractor
2213	Contractor, Mechanical Engineering
4999	Contractor, Mulesing
4405	Contractor, Painting
4407	Contractor, Plastering
4409	Contractor, Plumbing
4411	Contractor, Roofing
4409	Contractor, Sewage
4409	Contractor, Sewerage
4929	Contractor, Shearing
4411	Contractor, Slating
8999	Contractor, Spraying/ <u>pest or weed control</u>
4411	Contractor, Tiling
4413	Contractor, Tiling/ wall, floor or ceramic
6403	Controllor, Check Out
3999	Controllor, Credit
3905	Controllor, Dog Pound
1301	Controllor, Financial
5503	Controllor, Fleet
5503	Controllor, Freight Traffic
6403	Controllor, Front End
7399	Controllor, Heap Leach
5505	Controllor, Inventory
5503	Controllor, Load/ <u>air transport</u>
2707	Controllor, Network/ computing
8999	Controllor, Pest
1305	Controllor, Production

Code Title/ Task or Industry Response

1305 Controller, Production
1311 Controller, Project/ APS; data processing
1399 Controller, Project/ APS; research
1313 Controller, Project/ APS; NAI (about function of area)
7107 Controller, Railway Yard
3201 Controller, Satellite
5505 Controller, Stock
5505 Controller, Store
3303 Controller, Traffic/ air
5501 Controller, Traffic/ radio
8999 Controller, Traffic/ road maintenance
5503 Controller, Traffic/ except above
7399 Controller, Train
5103 Controller, Typist
7301 Controller, Unit/ power plant
7399 Controller, Valve/ water supply

6301 Cook, Fast Food/ selling or serving
8919 Cook, Fast Food/ except above
4703 Cook, Pastry
8919 Cook, Pizza
7431 Cook/ jam, sauce or meat processing
4705 Cook/ except above

7431 Cooker, Fish/ factory

4905 Cooper

2703 Coordinator, Appeals/ promoting charity
3207 Coordinator, Building/ construction
3907 Coordinator, Child Care
3901 Coordinator, Community Services
3901 Coordinator, Home Help
2703 Coordinator, Marketing
1313 Coordinator, Policy/ government
2703 Coordinator, Promotions
6301 Coordinator, Sales
6507 Coordinator, Tour
4911 Coordinator, Wardrobe

4203 Coppersmith

2807 Copywriter

4207 Coremaker/ metal

1103 Coroner

???? Corporal/ defence forces: Disregard Title

2807 Correspondent/ newspaper

Code Title/ Task or Industry Response

6301	Cosmetician
2605	Counsel, Parliamentary
2605	Counsel, Queen's
6699	Counsellor/ weight loss
2603	Counsellor/ except above
6301	Counterhand
7105	Courier + Driver
5605	Courier/ motorcycle or bicycle
7105	Courier/ except above
4919	Coverer, Floor
8925	Coxswain
4213	Cracker, Safe
????	Craftsman/ <u>army</u> : Disregard Title
4925	Craftworker
7315	Cremator
3303	Crewman/ aircraft; <u>defence forces</u>
7499	Crewman/ armoured fighting vehicle; <u>army</u>
3303	Crewman/ <u>rescue aircraft</u>
8925	Crewman/ <u>ship or boat</u>
3915	Cricketer
5907	Crier, Court
2907	Criminologist
2807	Critic
6699	Croupier
7399	Crusher, Stone
2105	Crystallographer
2607	Curate
2999	Curator/ <u>museum or art gallery</u>
4803	Curator/ <u>parks and gardens</u>
4803	Curator/ <u>sporting ground</u>
2999	Curator/ <u>zoo</u>
4911	Cutter, Apparel
7415	Cutter, <u>Cardboard</u>
8199	Cutter, Cloth
7201	Cutter, <u>Coal</u>

Code Title/ Task or Industry Response

7413 Cutter, Cork
4923 Cutter, Diamond
4101 Cutter, Die
4911 Cutter, Dressmaker's
7435 Cutter, Film
8199 Cutter, Foam
4911 Cutter, Fur
4103 Cutter, Gear
4923 Cutter, Gem
4921 Cutter, Glass
7405 Cutter, Key
8205 Cutter, Lawn
7419 Cutter, Marble
8199 Cutter, Meat
4923 Cutter, Opal
8199 Cutter, Plastics
8203 Cutter, Sleeper
4511 Cutter, Stencil/ screen printing
7413 Cutter, Stock/ timber yard
7419 Cutter, Stone
4911 Cutter, Tailor's
8203 Cutter, Timber/ forestry
7413 Cutter, Timber/ timber yard
4913 Cutter, Upholstery
4911 Cutter/ garment
7415 Cutter/ papermaking or paper products industries
7435 Cutter/ photographic
4915 Cutter/ shoemaking

3915 Cyclist/ sport

2109 Cytogeneticist/ medical
2107 Cytogeneticist/ except above

2109 Cytologist

2109 Cytopathologist/ medical research
2303 Cytopathologist/ treating patients

2109 Cytotechnologist/ medical
2107 Cytotechnologist/ except above

Code Title/ Task or Industry Response

2813	Dancer
2607	Deaconess
6501	Dealer, <u>Amway</u>
6301	Dealer, <u>Antique</u> / selling or serving
1501	Dealer, <u>Antique</u> / supervising staff, administration
1501	Dealer, <u>Antique</u> / NAI (about specific tasks)
6501	Dealer, <u>Avon</u>
6501	Dealer, <u>Bessemer</u>
6199	Dealer, <u>Bullion</u>
6301	Dealer, <u>Car</u> / selling or serving
1501	Dealer, <u>Car</u> / supervising staff, administration
1501	Dealer, <u>Car</u> / NAI (about specific tasks)
6301	Dealer, <u>Caravan</u> / selling or serving
1501	Dealer, <u>Caravan</u> / supervising staff, administration
1501	Dealer, <u>Caravan</u> / NAI (about specific tasks)
6699	Dealer, Card
6199	Dealer, Commodities
6101	Dealer, Foreign Exchange
6301	Dealer, <u>Furniture</u> / selling or serving
1501	Dealer, <u>Furniture</u> / supervising staff, administration
1501	Dealer, <u>Furniture</u> / NAI (about specific tasks)
6101	Dealer, Futures
6101	Dealer, <u>Investment</u>
6301	Dealer, <u>Machinery</u> / selling or serving
1501	Dealer, <u>Machinery</u> / supervising staff, administration
1501	Dealer, <u>Machinery</u> / NAI (about specific tasks)
6501	Dealer, Marine
6101	Dealer, <u>Money Market</u>
6301	Dealer, <u>Motor Car</u> / selling or serving
1501	Dealer, <u>Motor Car</u> / supervising staff, administration
1501	Dealer, <u>Motor Car</u> / NAI (about specific tasks)
6301	Dealer, <u>Second Hand</u> / selling or serving
1501	Dealer, <u>Second Hand</u> / supervising staff, administration
1501	Dealer, <u>Second Hand</u> / NAI (about specific tasks)
6101	Dealer, <u>Securities</u>
6101	Dealer, Stock Exchange
6101	Dealer, Trading Floor
6501	Dealer, <u>Tupperware</u>
6301	Dealer, <u>Tyre</u> / selling or serving
1501	Dealer, <u>Tyre</u> / supervising staff, administration
1501	Dealer, <u>Tyre</u> / NAI (about specific tasks)
1317	Dean/ <u>faculty or college</u>
8925	Deckhand
4703	Decorator, Cake
4405	Decorator, Interior/ painting

Code	Title/ Task or <u>Industry</u> Response
3999	Decorator, Interior/ except above
7423	Degreaser, Leather
7431	Dehydrator/ <u>food processing</u>
7105	Deliverer, Bread/ driving
7105	Deliverer, <u>Fast Foods</u>
8999	Deliverer, Leaflet
7105	Deliverer, Milk/ driving
8999	Deliverer, Pamphlet
8999	Deliverer, Paper
2909	Demographer
6599	Demonstrator/ sales
2501	Demonstrator/ <u>university or CAE</u>
2323	Dentist/ animal
2305	Dentist/ except above
3299	Deputy, Mine
2303	Dermatologist
7317	Derrickman
2211	Designer, Computer Systems/ hardware
2707	Designer, Computer Systems/ software
2805	Designer, Costume
2805	Designer, Display
2805	Designer, <u>Dress</u>
2805	Designer, Exhibition
2805	Designer, <u>Fashion</u>
2805	Designer, Footwear
3999	Designer, Forms
2805	Designer, Furniture
2805	Designer, Graphic
4927	Designer, <u>Hair</u>
2805	Designer, Industrial
2805	Designer, Interior
2805	Designer, Jewellery
2805	Designer, <u>Kitchen</u>
2201	Designer, <u>Landscape</u>
2211	Designer, Network/ hardware
2707	Designer, Network/ software
2805	Designer, Package
3201	Designer, Printed Circuit Board
2805	Designer, Product
2805	Designer, Publication
2805	Designer, Set/ <u>TV, film or stage</u>
3903	Designer, Special Effects

Code	Title/ Task or <u>Industry</u> Response
2211	Designer, Systems/ computer hardware
2707	Designer, Systems/ computer software
2805	Designer, Textile
3205	Designer, Text
5503	Despatcher, Radio
5503	Despatcher, Truck
8301	Detailer, Car
6201	Detailer/ medical
8301	Detailer/ vehicle
1319	Detective/ <u>police</u> ; inspector or superintendent
3501	Detective/ <u>police</u> ; except above
3999	Detective/ <u>private</u>
3999	Detective/ <u>railway</u>
7435	Developer/ <u>photographic</u>
5103	Dictatypist
4101	Diecutter
4101	Diemaker
4103	Diesetter/ <u>metal</u>
7407	Diesetter/ <u>plastics</u>
2399	Dietitian
8407	Digger, Ditch
8407	Digger, Grave
1101	Diplomat/ head of mission
1313	Diplomat/ except above
1303	Director, Advertising
1399	Director, <u>Art Gallery</u>
1305	Director, Art/ <u>publishing or advertising</u>
2811	Director, Art/ <u>television, films or stage</u>
2811	Director, Broadcasting
2811	Director, Casting
6601	Director, <u>Child Care Centre</u> / looking after children
3907	Director, <u>Child Care Centre</u> / supervising staff, administration
3907	Director, <u>Child Care Centre</u> / NAI (about specific tasks)
2815	Director, Choral
????	Director, Company/ managerial tasks: Code to Manager
????	Director, Company/ except above: Disregard Title
6601	Director, <u>Day Care Centre</u> / looking after children
3907	Director, <u>Day Care Centre</u> / supervising staff, administration
3907	Director, <u>Day Care Centre</u> / NAI (about specific tasks)
1301	Director, Finance
6609	Director, Flight Service

Code	Title/ Task or <u>Industry</u> Response
2703	Director, Fundraising
6699	Director, <u>Funeral</u>
2401	Director, <u>Kindergarten</u>
3903	Director, <u>Lighting/ television, film or stage</u>
1201	Director, <u>Managing/ planning, controlling and directing organization</u>
????	Director, <u>Managing/ except above: Code to Manager</u>
1303	Director, Marketing
2815	Director, Music
1599	Director, Nursing Home
1315	Director, Nursing, of
2811	Director, Photography, of
2401	Director, Pre-school
6105	Director, Real Estate/ selling
1599	Director, Real Estate/ supervising staff, administration
1599	Director, Real Estate/ NAI (about specific tasks)
6???	Director, Sales/ selling: Code to Salesperson
1303	Director, Sales/ except above
2811	Director, Technical/ <u>television, film or stage</u>
1313	Director/ <u>APS</u> ; NAI (about function of area)
1311	Director/ data processing
1309	Director/ personnel
1399	Director/ research
2811	Director/ <u>television, film or stage</u>
1201	Director-General
8919	Dishwasher
4999	Dispenser, Optical
7305	Distiller/ <u>chemicals</u>
7399	Distiller/ except above
8999	Distributor, Leaflet
8999	Distributor, Pamphlet
6501	Distributor/ <u>Amway</u>
6501	Distributor/ <u>Avon</u>
6501	Distributor/ <u>Bessemer</u>
6501	Distributor/ door-to-door sales
6501	Distributor/ selling; <u>retail trade</u>
6201	Distributor/ selling; <u>wholesale trade</u>
1601	Distributor/ supervising staff, administration
6501	Distributor/ <u>Tupperware</u>
1601	Distributor/ <u>NAI (about tasks, employer or industry)</u>
4999	Diver
7413	Dockerman
????	Dockhand/ driving or operating machinery or plant: Code to Operator
8909	Dockhand/ except above

Code	Title/ Task or <u>Industry</u> Response
4213	Doctor, Saw
4805	Doctor, Tree
2303	Doctor/ medical; specialist
2301	Doctor/ medical; except above
2301	Doctor/ except above
8499	Dogman
8301	Domestic/ cleaning
8919	Domestic/ kitchen work
8917	Domestic/ laundry work
8301	Domestic/ making beds
8921	Domestic/ serving meals; <u>hospital or nursing home</u>
8301	Domestic/ NAI (about specific tasks)
8901	Doorman
4703	Doughmaker
3207	Draftsperson, Architectural
3207	Draftsperson, Cartographic
3203	Draftsperson, Civil
3203	Draftsperson, Design/ civil
3205	Draftsperson, Design/ designs tools
3201	Draftsperson, Design/ electrical or electronic
3205	Draftsperson, Design/ mechanical
3200	Draftsperson, Design/ NAI (about type of drafting)
3299	Draftsperson, Detail/ aircraft
3201	Draftsperson, Detail/ electrical or electronic
3299	Draftsperson, Detail/ mining
3200	Draftsperson, Detail/ NAI (about type of drafting)
3201	Draftsperson, Electrical
3203	Draftsperson, Engineering/ civil
3201	Draftsperson, Engineering/ electrical
3205	Draftsperson, Engineering/ mechanical
3200	Draftsperson, Engineering/ NAI (about type of engineering)
2605	Draftsperson, Legislative
3205	Draftsperson, Mechanical
3207	Draftsperson, Plumbing
3299	Draftsperson, Ship Building
3203	Draftsperson, Structural
3207	Draftsperson, Survey
3200	Draftsperson/ NAI (about specific tasks)
4409	Drainer
2809	Dramatist
6301	Draper/ selling or serving
1501	Draper/ supervising staff, administration
1501	Draper/ NAI (about specific tasks)

Code Title/ Task or Industry Response

7401 Drawer, Wire

4927 Dresser, Hair

8199 Dresser, Poultry

8921 Dresser, Surgical

3903 Dresser, Theatrical

3999 Dresser, Window

4911 Dressmaker

7317 Driller/ mining

7105 Driver + Courier

6501 Driver + Salesperson/ selling direct to public

6201 Driver + Salesperson/ selling to shops

7203 Driver + Storeman/ driving forklift

7105 Driver + Storeman/ driving truck or van

7105 Driver + Storeman/ NAI (about type of vehicle)

3909 Driver, Ambulance

7105 Driver, Armoured Car

7105 Driver, Articulated Vehicle/ goods vehicle

7101 Driver, Articulated Vehicle/ passenger

7105 Driver, Articulated Vehicle/ NAI (about type of vehicle)

7201 Driver, Backhoe

7201 Driver, Bogger

7201 Driver, Bulldozer

7101 Driver, Bus

7103 Driver, Cab

7105 Driver, Car/ armoured

7201 Driver, Car/ underground shuttle

7103 Driver, Car/ except above

7101 Driver, Coach

7105 Driver, Coal Hauler

7311 Driver, Crane

7105 Driver, Delivery

7201 Driver, Dozer

7107 Driver, Electric Train

7299 Driver, Engine/ cable ferry

7301 Driver, Engine/ power generation

7107 Driver, Engine/ railway

7303 Driver, Engine/ stationary plant except power generation

7107 Driver, Engine/ train or locomotive

7313 Driver, Engine/ winding

7107 Driver, Engine/ NAI (about type of engine)

7201 Driver, Excavator

7105 Driver, Float

7203 Driver, Forklift

7201 Driver, Front End Loader

7105 Driver, Furniture Removalist

Code	Title/ Task or <u>Industry</u> Response
7201	Driver, Grader
7105	Driver, Haul-out
7105	Driver, Haulpak
3305	Driver, Launch
7105	Driver, Linehaul
7201	Driver, Loader
7107	Driver, Locomotive
7105	Driver, Lorry
7???	Driver, Machine: Code to Driver
7105	Driver, Milk Tanker
7201	Driver, Miner
7103	Driver, Motor
7299	Driver, Overhead Tower Wagon
7313	Driver, Pile
7311	Driver, Portainer
3915	Driver, Racing
7107	Driver, Rail Car
7299	Driver, Road Sweeper
7105	Driver, Road Train
7207	Driver, Roller
7201	Driver, Scraper
7105	Driver, Semi-Trailer
7201	Driver, Shovel
7201	Driver, Shuttle Car/ <u>underground mine</u>
7205	Driver, Skidder
7105	Driver, Tanker
7103	Driver, Taxi
7105	Driver, <u>Taxi truck</u>
7299	Driver, Telfher
7101	Driver, Tour
7105	Driver, Tow Truck
7209	Driver, Tractor
7105	Driver, Trailer
7107	Driver, Train
7101	Driver, Tram
7105	Driver, Transport
7203	Driver, Truck/ forklift
7105	Driver, Truck/ <u>road transport</u>
7201	Driver, Truck/ underground
7105	Driver, Truck/ <u>NAI (about type of truck)</u>
7105	Driver, Utility
7105	Driver, Van/ driving not selling
6501	Driver, Van/ selling direct to public
6201	Driver, Van/ selling to shops
7105	Driver, Van/ NAI (about specific tasks)
7313	Driver, Winder
7100	Driver/ NAI (about type of vehicle)

Code Title/ Task or Industry Response

8201 Drover
2815 Drummer
7499 Drycleaner
5499 Duplicator/ operating duplicating machine
7429 Dyer/ shoe
7425 Dyer/ except above

Code	Title/ Task or <u>Industry</u> Response
2107	Ecologist
2901	Econometrician
2901	Economist
2907	Economist, Home
4507	Edger, Book
7413	Edgerman
2807	Editor, Art
2807	Editor, Associate
2809	Editor, Book
1201	Editor, Chief
2807	Editor, Copy
2811	Editor, Film
2807	Editor, Finance
1201	Editor, <u>Magazine</u>
1201	Editor, Managing
3207	Editor, Map
2807	Editor, News/ electronic media
1201	Editor, <u>Newspaper</u>
2809	Editor, Script
3903	Editor, Sound
2811	Editor, Videotape
3901	Educator, Social
2505	Educator/ <u>childbirth</u>
2505	Educator/ <u>nurse in hospital</u>
2403	Educator/ <u>primary school</u>
2405	Educator/ <u>secondary school</u>
2407	Educator/ <u>special school</u>
2503	Educator/ <u>TAFE</u>
2501	Educator/ <u>university or CAE</u>
2000	Educator/ <u>NAI (about type of institution)</u>
4309	Electrician
4305	Electrician, Auto
4305	Electrician, Automotive
4399	Electrician, Lift
4209	Electroformer
3101	Electrographer
6699	Electrologist
4209	Electroplater
4509	Electrotyper
6699	Embalmer

Code	Title/ Task or <u>Industry</u> Response
4507	Embosses/ bookbinding
4921	Embosses/ glass
4925	Embroideress
2109	Embryologist/ medical
2107	Embryologist/ except above
????	Employee
8199	Enameller, Vitreous
2109	Endocrinologist/ medical research
2303	Endocrinologist/ treating patients
2107	Endocrinologist/ except above
2219	Engineer, Aeronautical
2219	Engineer, Agricultural
2213	Engineer, Air Conditioning
2219	Engineer, Aircraft Design
4211	Engineer, Aircraft/ maintenance
2219	Engineer, Armament/ <u>defence forces</u>
2213	Engineer, Automotive/ <u>vehicle manufacture</u>
4601	Engineer, Automotive/ <u>vehicle repair</u>
2109	Engineer, Biomedical
3201	Engineer, Charge/ <u>power station</u>
2207	Engineer, Chemical
2207	Engineer, Chief/ chemical
2209	Engineer, Chief/ civil
2211	Engineer, Chief/ electrical or electronic
2213	Engineer, Chief/ mechanical
2200	Engineer, Chief/ NAI (about type of engineering)
2209	Engineer, City
2209	Engineer, Civil
2211	Engineer, Communications
2211	Engineer, Computer/ hardware research or design
4315	Engineer, Computer/ installing, repairing or servicing
2707	Engineer, Computer/ systems or software
2209	Engineer, Construction
2209	Engineer, Council
4315	Engineer, Customer/ computer
2219	Engineer, Design/ aeronautical
2213	Engineer, Design/ automotive
2207	Engineer, Design/ chemical
2209	Engineer, Design/ civil
2211	Engineer, Design/ electrical
2213	Engineer, Design/ mechanical
2211	Engineer, Design/ printed circuit board
2219	Engineer, Design/ product
2200	Engineer, Design/ NAI (about type of engineering)

Code	Title/ Task or <u>Industry</u> Response
2215	Engineer, Drilling
2211	Engineer, Electrical
2211	Engineer, Electronic
7211	Engineer, Fire Protection
7211	Engineer, Fire/ <u>army</u>
3303	Engineer, Flight
4211	Engineer, Ground
2209	Engineer, Hydraulic
2219	Engineer, Industrial
2219	Engineer, Instrument/ <u>defence forces</u>
2215	Engineer, Logging/ <u>fluids drilling</u>
47??	Engineer, Maintenance: Code to Repairer
3307	Engineer, Marine
2217	Engineer, Materials
2213	Engineer, Mechanical
2217	Engineer, Metallurgical
2209	Engineer, Metocean
2215	Engineer, Mining
4601	Engineer, Motor/ repairing motor vehicles
2215	Engineer, Mud
2209	Engineer, Municipal
2211	Engineer, Network/ hardware
2207	Engineer, Petrochemical
2215	Engineer, Petroleum
2211	Engineer, Plant/ electrical
2213	Engineer, Plant/ mechanical
2200	Engineer, Plant/ NAI (about type of engineering)
2217	Engineer, Polymer
2219	Engineer, Product Design
2207	Engineer, Production/ chemical
2209	Engineer, Production/ civil
2211	Engineer, Production/ electrical
2213	Engineer, Production/ mechanical
2200	Engineer, Production/ NAI (about type of engineering)
3903	Engineer, Recording
2219	Engineer, Safety
6201	Engineer, Sales
47??	Engineer, Service: Code to Repairer
3201	Engineer, Shift/ <u>power station</u>
3307	Engineer, Ship's
2209	Engineer, Shire
2707	Engineer, Software
3903	Engineer, Sound
2209	Engineer, Structural
2707	Engineer, Systems/ computer software
2209	Engineer, Traffic
2209	Engineer, Transport/ <u>army</u>

Code	Title/ Task or <u>Industry</u> Response
3205	Engineer, Vibroseis
2209	Engineer, Water Distribution/ construction
2207	Engineer, Water Treatment
2200	Engineer/ managing project; NAI (about type of engineering)
2200	Engineer/ planning; NAI (about type of engineering)
47???	Engineer/ repairing appliances: Code to Repairer
7107	Engineman
4503	Engraver, Die/ <u>printing</u>
4213	Engraver/ metal
4213	Engraver/ trophy or jewellery
7435	Enlarger/ <u>photographic</u>
2813	Entertainer/ dancing
2815	Entertainer/ <u>musical</u>
2817	Entertainer/ except above
2107	Entomologist
2109	Epidemiologist
8401	Erector, Carport
8499	Erector, Fence
8401	Erector, Garage
8405	Erector, Scaffold
8999	Erector, Sign
8405	Erector, Structural Steel
2999	Ergonomist
8911	Escort, Armoured Car
6699	Escort/ <u>personal service</u>
3207	Estimator, Quantity/ <u>building</u>
3207	Estimator/ building
3201	Estimator/ electrical
5301	Estimator/ printing
5301	Estimator/ except above
4999	Etcher/ optical
2907	Etymologist
4211	Examiner, Aircraft
3303	Examiner, Aircrew
3303	Examiner, Airmen, of
2701	Examiner, Bank
3905	Examiner, Car and Wagon
3905	Examiner, Driver
3501	Examiner, Fingerprint/ <u>police</u>
3501	Examiner, Firearms

Code Title/ Task or Industry Response

3303 Examiner, Flight Crew
3905 Examiner, Gas
5301 Examiner, Ledger
2999 Examiner, Patent
5999 Examiner, Pensions
8109 Examiner, Product/ quality control
5999 Examiner, Trademarks
3905 Examiner, Train
8109 Examiner/ film
8109 Examiner/ manufacturing process
2903 Examiner/ psychology; army
8109 Examiner/ textile

7201 Excavator, Sullage

6201 Executive, Account/ sales
1303 Executive, Advertising/ managerial or administrative tasks
6201 Executive, Advertising/ selling advertising
1303 Executive, Advertising/ NAI (about specific tasks)
???? Executive, Chief/ own business: Code to Manager
1201 Executive, Chief/ except above
1303 Executive, Marketing/ managerial or administrative tasks
6201 Executive, Marketing/ selling advertising
1303 Executive, Marketing/ NAI (about specific tasks)
6201 Executive, Sales

1601 Exporter

8999 Exterminator

7407 Extruder, Sheathing

Code	Title/ Task or <u>Industry</u> Response
4205	Fabricator, Aluminium
4205	Fabricator, Metal
4999	Fabricator, Plastic
4923	Faceter
8203	Faller/ <u>timber</u>
1401	Farmer
1401	Farmer + Grazier
4201	Farrier
6601	Father, Cottage
6601	Father, House
7433	Feeder, Packaging Machine
8203	Feller, <u>Tree</u>
7423	Fellmonger
27??	Fellow, Research: Code to Researcher
2501	Fellow, Teaching/ <u>university or CAE</u>
8499	Felter/ boiler or pipe
7425	Feltmaker
8499	Fencer
8413	Fettler
8199	Fibreglasser
7211	Fighter, Fire
7411	Filler, Ampoule
7433	Filler, Bag
7433	Filler, Can
7499	Filler, Container/ pressurised
8907	Filler, Night
7433	Filler, Paint
7433	Filler, Sack
7431	Filler, Sausage
8907	Filler, Shelf
8199	Filleter, Fish
2811	Filmmaker
4507	Finisher, Book
8403	Finisher, Concrete
4905	Finisher, Furniture
4923	Finisher, Jewellery
4923	Finisher, Metal/ <u>precious</u>

Code	Title/ Task or <u>Industry</u> Response
4209	Finisher, Metal/ except above
8109	Finisher, Tyre
8109	Finisher/ <u>clothing except furs, shoes or boots</u>
4911	Finisher/ <u>fur</u>
7435	Finisher/ <u>photographic</u>
7429	Finisher/ <u>shoes or boots</u>
7499	Firecontroller/ <u>navy</u>
7211	Firefighter
7211	Fireperson/ firefighting
7107	Fireperson/ <u>railway</u>
4909	Firer, Shot
3305	Fisherman, Master
3305	Fisherman/ skipper
8925	Fisherman/ except above
6301	Fishmonger/ selling or serving
1501	Fishmonger/ supervising staff, administration
1501	Fishmonger/ <u>NAI (about specific tasks)</u>
4103	Fitter + Machinist
4303	Fitter + Mechanic/ electrical
4103	Fitter + Mechanic/ except above
4103	Fitter + Turner
4103	Fitter + Welder
4103	Fitter, Aircraft
4211	Fitter, Aircraft Engine
4211	Fitter, Airframe
4999	Fitter, Armament
4305	Fitter, Automotive Electrical
8401	Fitter, Awnings
8103	Fitter, Battery/ <u>vehicle manufacture</u>
8923	Fitter, Battery/ except above
8401	Fitter, Blinds
4601	Fitter, Brake
4911	Fitter, Clothing
8401	Fitter, Curtain
4103	Fitter, Diesel
8415	Fitter, Drill
4303	Fitter, Electrical
4303	Fitter, Electrical Instrument
4103	Fitter, Engine
8103	Fitter, Exhaust/ <u>vehicle manufacture</u>
8923	Fitter, Exhaust/ except above
4409	Fitter, Gas
4103	Fitter, Heavy Duty

Code	Title/ Task or <u>Industry</u> Response
4103	Fitter, Hydraulic
4213	Fitter, Instrument
4401	Fitter, Kitchen
4399	Fitter, Light
4103	Fitter, Maintenance
4103	Fitter, Mechanical
8103	Fitter, Muffler/ <u>vehicle manufacture</u>
8923	Fitter, Muffler/ except above
4999	Fitter, Ophthalmic Lens
4409	Fitter, Pipe
4103	Fitter, Plant
4307	Fitter, Refrigeration
4401	Fitter, Shop
8401	Fitter, Shower Screen
8923	Fitter, Spring
4409	Fitter, Sprinkler
4103	Fitter, Stove
8103	Fitter, Sunroof/ <u>vehicle manufacture</u>
8923	Fitter, Sunroof/ except above
4103	Fitter, Tool
8103	Fitter, Tyre/ <u>vehicle manufacture</u>
8923	Fitter, Tyre/ except above
8401	Fitter, Window
8103	Fitter, Windscreen/ <u>vehicle manufacture</u>
8923	Fitter, Windscreen/ except above
4103	Fitter/ NAI (about type of fitting)
4407	Fixer, Ceiling
4407	Fixer, Cornice
4407	Fixer, Gyprock
4407	Fixer, Plaster
4411	Fixer, Roof
8405	Fixer, Steel
4413	Fixer, Tile/ ceramic or quarry
8999	Flagperson/ <u>railway</u>
2815	Flautist
1401	Floriculturist
4999	Florist
4507	Folder/ <u>bookbinding</u>
8917	Folder/ <u>clothing</u>
3915	Footballer
4???	Foreperson: Disregard Title
2107	Forester

Code Title/ Task or Industry Response

7405 Forger/ metal; operating forging machine
4201 Forger/ metal; except above
4401 Formworker/ carpentry
4903 Framemaker/ furniture
4905 Framers, Picture
4401 Framers, Roof
4401 Framers, Wall
5101 Friday, Girl
6301 Fruiterer/ selling or serving
1501 Fruiterer/ supervising staff, administration
1501 Fruiterer/ NAI (about specific tasks)
8999 Fumigator
7315 Furnaceman
7417 Furnaceman, Glass
4911 Furrier

Code	Title/ Task or <u>Industry</u> Response
4309	Gaffer/ <u>film production</u>
8199	Galvaniser
8203	Ganger, Forestry
8???	Ganger: Code to Labourer
7105	Garbage man/ driving truck
8905	Garbage man/ except above
7105	Garbologist/ driving truck
8905	Garbologist/ except above
4805	Gardener
1401	Gardener, Market
4409	Gasfitter
2303	Gastroenterologist
8901	Gatekeeper
8299	Gatherer, Kelp
4923	Gemmologist
1201	General/ <u>army</u>
2107	Geneticist
2103	Geochemist
2907	Geographer
2103	Geologist
2103	Geomorphologist
2103	Geophysicist
2103	Geostatistician
2303	Geriatrician
8203	Getter, Timber
7421	Ginner, Cotton
5101	Girl Friday
8903	Girl, Bell
5605	Girl, Copy
8999	Girl, Delivery
5605	Girl, Message
8999	Girl, Milk
5???	Girl, Office: Code to Clerk
8999	Girl, Paper/ delivering newspapers
6501	Girl, Paper/ selling papers

Code	Title/ Task or <u>Industry</u> Response
6501	Girl, Paper/ NAI (about specific tasks)
8999	Girl, Trolley
6601	Giver, Care/ child; NAI (about circumstances of care)
6601	Giver, Care/ <u>disabled or handicapped persons' hostel</u>
6601	Giver, Care/ <u>elderly or infirm persons' hostel</u>
6601	Giver, Care/ <u>sheltered workshop</u>
6601	Giver, Family Day Care
4921	Glazier
8999	Gofer
4923	Goldsmith
3915	Golfer
8999	Gopher
6601	Governess/ child care, not teaching
2505	Governess/ teaching
1101	Governor/ <u>state or commonwealth</u>
8199	Grader, Egg
3999	Grader, Fur
3999	Grader, Leather
8109	Grader/ <u>dairy products</u>
8109	Grader/ <u>fruit and vegetable</u>
8109	Grader/ <u>meat</u>
8109	Grader/ <u>timber</u>
1401	Grazier
7201	Greaser, Shovel
7303	Greaser/ tending ship's boiler
8999	Greaser/ except above
6301	Greengrocer/ selling or serving
1501	Greengrocer/ supervising staff, administration
1501	Greengrocer/ NAI (about specific tasks)
4803	Greenkeeper
4999	Grinder, Optical
4999	Grinder, Precision/ <u>glass</u>
4213	Grinder, Precision/ <u>metal</u>
4213	Grinder, Saw
4213	Grinder, Tool
8999	Grip
6301	Grocer/ selling or serving
1501	Grocer/ supervising staff, administration

Code	Title/ Task or <u>Industry</u> Response
1501	Grocer/ NAI (about specific tasks)
8999	Groom/ <u>animal except horse</u>
8201	Groom/ <u>horseracing or stud farming</u>
4803	Groundsman
1401	Grower
8911	Guard, Body
8999	Guard, Crossing
8911	Guard, Security
7499	Guard/ <u>airfield defence; defence forces</u>
3911	Guard/ <u>prison</u>
8911	Guard/ <u>railway</u> : security or patrol
6405	Guard/ <u>railway</u> : selling tickets
8911	Guard/ NAI (about specific tasks)
6699	Guide, Tourist
6699	Guide/ <u>museum or art gallery</u>
2815	Guitarist
7499	Gunner, Quartermaster/ <u>defence forces</u>
????	Gunner/ <u>army</u> : Disregard Title
4213	Gunsmith
8199	Gutter/ <u>Abattoir</u>
2303	Gynaecologist

Code	Title/ Task or <u>Industry</u> Response
2303	Haematologist
4927	Hairdresser
4927	Hairstylist
7427	Hand, Alteration/ garments
8925	Hand, Barge
8407	Hand, Barrow/ earthmoving
8199	Hand, Bench
8199	Hand, Binding
8201	Hand, Block
8199	Hand, Bread Room
8199	Hand, Brewhouse
8199	Hand, Butter Room
8415	Hand, Cable/ <u>mining</u>
6403	Hand, Cafe/ checkout operating
6301	Hand, Cafe/ counter service
8919	Hand, Cafe/ kitchen work
8919	Hand, Cafe/ NAI (about specific tasks)
8919	Hand, Catering
7431	Hand, Cellar/ <u>winery</u>
8907	Hand, Cellar/ except above
????	Hand, Charge: Disregard Title
8907	Hand, Chiller
6301	Hand, Counter
????	Hand, <u>Dairy</u> / driving or operating machinery or plant: Code to Operator
8201	Hand, <u>Dairy</u> / except above
8925	Hand, Deck
8907	Hand, Despatch
????	Hand, <u>Dock</u> / driving or operating machinery or plant: Code to Operator
8909	Hand, <u>Dock</u> / except above
8103	Hand, <u>Factory</u> / assembly
8301	Hand, <u>Factory</u> / cleaning
????	Hand, <u>Factory</u> / driving or operating machinery or plant: Code to Operator
8105	Hand, <u>Factory</u> / hand packing
8109	Hand, <u>Factory</u> / quality control
8107	Hand, <u>Factory</u> / spraypainting
8199	Hand, <u>Factory</u> / except above
????	Hand, <u>Farm</u> / driving or operating machinery or plant: Code to Operator
8201	Hand, <u>Farm</u> / except above
8925	Hand, Ferry
????	Hand, <u>Forestry</u> / driving or operating machinery or plant: Code to Operator
8203	Hand, <u>Forestry</u> / except above
8907	Hand, Freezer
8919	Hand, Galley
8301	Hand, Garage/ car cleaning, not lubes or repairs
8101	Hand, Garage/ lube or workshop
6599	Hand, Garage/ selling or serving

Code	Title/ Task or <u>Industry</u> Response
6599	Hand, Garage/ NAI (about specific tasks)
8205	Hand, Garden
7407	Hand, Gun/ <u>plastics</u>
8201	Hand, Hatchery
8919	Hand, Kitchen
8919	Hand, Kitchen + Cleaner
8919	Hand, Kitchen + Cook
8199	Hand, Knife
????	Hand, <u>Laundry</u> / driving or operating machinery or plant: Code to Operator
8917	Hand, <u>Laundry</u> / except above
????	Hand, Leading: Disregard Title
????	Hand, <u>Mill</u> / driving or operating machinery or plant: Code to Operator
8199	Hand, <u>Mill</u> / except above
????	Hand, <u>Nursery</u> / <u>horticulture</u> ; driving or operating machinery or plant: Code to Operator
8205	Hand, <u>Nursery</u> / <u>horticulture</u> ; except above
????	Hand, <u>Orchard</u> / driving or operating machinery or plant: Code to Operator
8201	Hand, <u>Orchard</u> / except above
8919	Hand, Pantry
7415	Hand, Paper Machine
8199	Hand, Printing
7433	Hand, Publishing
7399	Hand, Railway Turntable
4911	Hand, Sample/ <u>clothing</u>
8919	Hand, Sandwich
8201	Hand, Shed/ shearing
8199	Hand, Shovel/ <u>steelworks</u>
7315	Hand, Smelt
8201	Hand, Stable
8999	Hand, Stage
8201	Hand, Station
8201	Hand, Stock/ livestock or farming
????	Hand, Stock/ except above: Code to Storeman
8907	Hand, Store
8201	Hand, Stud
8999	Hand, Studio
8411	Hand, Survey
7499	Hand, Table/ <u>printing</u>
8199	Hand, Table/ except above
8925	Hand, Trawler
8925	Hand, Tug
8201	Hand, Vineyard
8199	Hand, Yard/ <u>factory</u>
8999	Hand, Yard/ <u>hole</u>
????	Hand/ driving or operating machinery or plant: Code to Operator
7299	Handler, Aircraft/ <u>army</u>
8199	Handler, Brick/ <u>brickworks</u>
4931	Handler, Dog

Code Title/ Task or Industry Response

7309	Handler, Fluids
8909	Handler, Freight
7309	Handler, Grain
8999	Handyman
8999	Handyman + Gardener
7315	Hardener
4911	Hatter
7105	Haulier
6501	Hawker
2503	Head, Department/ <u>TAFE</u>
2501	Head, Department/ <u>university</u> or <u>CAE</u>
1317	Head, Faculty
2503	Head, School, of/ <u>TAFE</u>
2501	Head, School, of/ <u>university</u> or <u>CAE</u>
1317	Headmaster
1317	Headmistress
2107	Helminthologist
6607	Help, Companion
8301	Help, Domestic/ cleaning
8919	Help, Domestic/ kitchen work
8917	Help, Domestic/ laundry work
8301	Help, Domestic/ NAI (about specific tasks)
7???	Help, <u>Farm</u> driving or operating machinery or plant: Code to Operator
8201	Help, <u>Farm</u> except above
6607	Help, Home/ caring for aged or infirm
6601	Help, Home/ child care
8301	Help, Home/ cleaning and other domestic duties
8919	Help, Kitchen
7???	Help/ driving or operating machinery or plant: Code to Operator
8415	Helper, Cementer/ <u>oil well</u>
6601	Helper, Child care
6607	Helper, Companion
8301	Helper, Domestic/ cleaning
8919	Helper, Domestic/ kitchen work
8917	Helper, Domestic/ laundry work
8301	Helper, Domestic/ NAI (about specific tasks)
7???	Helper, <u>Farm</u> driving or operating machinery or plant: Code to Operator
8201	Helper, <u>Farm</u> except above
6607	Helper, Home/ caring for aged or infirm
6601	Helper, Home/ child care
8301	Helper, Home/ cleaning and other domestic duties

Code	Title/ Task or <u>Industry</u> Response
6601	Helper, Kindergarten
8919	Helper, Kitchen
8415	Helper, Observer/ <u>mining</u>
8415	Helper, Shooter/ <u>mining</u>
7427	Hemstitcher
2399	Herbalist
2107	Herpetologist
2107	Histologist
2303	Histopathologist
2907	Historian
5999	Holder, Copy
2399	Homeopath
4931	Horsebreaker
4931	Horsetrainer
4805	Horticulturist/ landscape
1401	Horticulturist/ except above
6609	Hostess, Air
6609	Hostess, Airline
6609	Hostess, Flight
6599	Hostess/ demonstrating goods
????	Hostess/ <u>fast food outlet</u> : Code to Assistant, Sales
6599	Hostess/ rental
6505	Hostess/ <u>restaurant</u> : except fast food
4705	Hotel-Keeper/ cooking
5601	Hotel-Keeper/ receiving guests
1505	Hotel-Keeper/ supervising staff, administration
6503	Hotel-Keeper/ tending bar
1505	Hotel-Keeper/ NAI (about specific tasks)
4705	Hotelier/ cooking
5601	Hotelier/ receiving guests
1505	Hotelier/ supervising staff, administration
6503	Hotelier/ tending bar
1505	Hotelier/ NAI (about specific tasks)
6601	Housefather
8915	Housekeeper
6607	Housekeeper + Companion
8301	Housemaid

Code Title/ Task or Industry Response

2403 Housemaster/ primary school: teaching
2403 Housemaster/ primary school: NAI (about specific tasks)
6601 Housemaster/ residential care; not teaching
2405 Housemaster/ secondary school: teaching
2405 Housemaster/ secondary school: NAI (about specific tasks)
2400 Housemaster/ NAI (about specific tasks or type of school)

2403 Housemistress/ primary school: teaching
2403 Housemistress/ primary school: NAI (about specific tasks)
6601 Housemistress/ residential care; not teaching
2405 Housemistress/ secondary school: teaching
2405 Housemistress/ secondary school: NAI (about specific tasks)
2400 Housemistress/ NAI (about specific tasks or type of school)

6601 Housemother

4405 Housepainter

6601 Houseparent

2103 Hydrogeologist

3103 Hydrographer

2103 Hydrologist

3101 Hygienist, Dental

2999 Hygienist, Occupational

2399 Hypnotherapist

Code	Title/ Task or <u>Industry</u> Response
2107	Icthyologist
2805	Illustrator
2303	Immunologist
2817	Impersonator
6201	Importer/ selling
1601	Importer/ supervising staff, administration
1601	Importer/ NAI (about specific tasks)
7499	Infantryman/ <u>army</u>
1505	Innkeeper/ supervising staff, administration
6503	Innkeeper/ tending bar
1505	Innkeeper/ NAI (about specific tasks)
8199	Insenter/ <u>newspaper or printing</u>
3905	Inspector, Agricultural
4211	Inspector, Aircraft
3905	Inspector, Apprenticeship
3905	Inspector, Arbitration
8109	Inspector, Automobile/ <u>assembly line</u>
3905	Inspector, Automobile/ <u>motor registry</u>
3905	Inspector, Beach
3905	Inspector, Boiler
3905	Inspector, Boring
3905	Inspector, Building
3905	Inspector, Bus
3905	Inspector, Cane
3905	Inspector, Casino
3905	Inspector, Crane
3905	Inspector, Drainage
3905	Inspector, Electrical
3905	Inspector, Fisheries
3303	Inspector, Flight Engineer
8109	Inspector, Garment
3905	Inspector, Gas
3905	Inspector, Health
3905	Inspector, Horticultural
3905	Inspector, Housing
3905	Inspector, Industrial Hygiene
6103	Inspector, Insurance
3905	Inspector, Licensing
3905	Inspector, Litter
3905	Inspector, Locomotive
3905	Inspector, Meat
3905	Inspector, Mechanical
3905	Inspector, Mines

Code	Title/ Task or <u>Industry</u> Response
3905	Inspector, Ordinance
5999	Inspector, Parking
3905	Inspector, Pest Control
3905	Inspector, Plant
3905	Inspector, Plumbing
1319	Inspector, Police
3905	Inspector, Pressure Vessels
4205	Inspector, Pressure Weld
8109	Inspector, Quality Control
3905	Inspector, Quarantine
3905	Inspector, Safety
3905	Inspector, Sanitary
3905	Inspector, Scaffolding
2905	Inspector, School
3905	Inspector, Taxation
8109	Inspector, Textile
3905	Inspector, Traffic
3905	Inspector, Tram
3905	Inspector, Travel Accommodation
8109	Inspector, Vehicle/ <u>assembly line</u>
3905	Inspector, Vehicle/ <u>motor registry</u>
3905	Inspector, Water
3905	Inspector, Weights and Measures
3905	Inspector, Works, of
3905	Inspector/ <u>government except school</u>
4203	Installer, Air Conditioning/ installing ducting
4307	Installer, Air Conditioning/ installing plant
4311	Installer, Alarms
8401	Installer, Antenna
8401	Installer, Awnings
8401	Installer, Blinds
4309	Installer, Electrical
8401	Installer, Fibreglass
8401	Installer, Fireplace
4921	Installer, Glass
8401	Installer, Insulation
4399	Installer, Lift
8401	Installer, Pool
8401	Installer, Security Door
4311	Installer, Security Systems
4409	Installer, Septic Tank
8401	Installer, Shower Screen
4311	Installer, Telephone
8401	Installer, Window
8401	Installer/ home improvements
2705	Instructor/ defence forces

Code Title/ Task or Industry Response

2705 Instructor/ financial institution
2503 Instructor/ TAFE
2505 Instructor/ except above
2815 Instrumentalist
8401 Insulator, Building
2301 Intern
2999 Interpreter
6301 Interpreter, Parts/ vehicle parts
3207 Interpreter, Photographic/ air force
5905 Interviewer/ employment
5999 Interviewer/ except above
3905 Investigator, Accident/ aircraft
3905 Investigator, Customs/ examining cargo or baggage
3999 Investigator, Insurance
3999 Investigator, Private
3999 Investigator, Railway
3905 Investigator, Taxation
6699 Invigilator
8917 Ironer

Code Title/ Task or Industry Response

8203 Jack, Lumber
1401 Jackaroo
8913 Janitor
4923 Jeweller
4101 Jigmaker/ metal
4901 Jigmaker/ wood
1401 Jillaroo
3915 Jockey
2819 Jockey, Disc
6599 Jockey, Pump
8909 Jockey, Truck
4401 Joiner
8103 Joiner, Aluminium
4301 Jointer, Cable/ electrical
4311 Jointer, Cable/ telecommunications
4409 Jointer, Pipe
2807 Journalist
1103 Judge/ courts
3915 Judge/ horse racing
2817 Juggler

Code	Title/ Task or <u>Industry</u> Response
8999	Keeper, Animal
5301	Keeper, Book
1599	Keeper, Brothel
8901	Keeper, Gate
4803	Keeper, Green
5301	Keeper, Ledger
7399	Keeper, Lighthouse
4705	Keeper, Motel/ cooking
5601	Keeper, Motel/ receiving guests
1505	Keeper, Motel/ supervising staff, administration
1505	Keeper, Motel/ NAI (about specific tasks)
8999	Keeper, Pound
7399	Keeper, Reservoir
????	Keeper, Shop: Code to Manager, Shop
8907	Keeper, Store/ looking after warehouse
????	Keeper, Store/ shop: Code to Manager, Shop
8907	Keeper, Store/ NAI (about specific tasks)
1505	Keeper, Tavern/ supervising staff, administration
6503	Keeper, Tavern/ tending bar
1505	Keeper, Tavern/ NAI (about specific tasks)
8999	Keeper, Zoo
8999	Kennelmaid
7315	Kettleman/ furnace
7405	Keycutter
8919	Kitchenhand
8919	Kitchenhand + Cleaner
8919	Kitchenhand + Cook
8919	Kitchenmaid
8199	Knifehand
7425	Knitter/ operating machine
4925	Knitter/ except above

Code	Title/ Task or <u>Industry</u> Response
7???	Labourer, <u>Abattoir/</u> driving or operating machinery or plant: Code to Operator
8199	Labourer, <u>Abattoir/</u> except above
8101	Labourer, <u>Blacksmith's</u>
7431	Labourer, <u>Brewery/</u> operating brewing machine
????	Labourer, <u>Brewery/</u> except above: Code to Labourer, Factory
8101	Labourer, <u>Brickie's</u>
8101	Labourer, <u>Bricklayer's</u>
8000	Labourer, <u>Bridge/</u> NAI (about specific tasks)
8403	Labourer, <u>Builder's/</u> concreting
8407	Labourer, <u>Builder's/</u> digging; not operating machinery
7???	Labourer, <u>Builder's/</u> driving or operating machinery or plant: Code to Operator
8409	Labourer, <u>Builder's/</u> paving except concreting
8405	Labourer, <u>Builder's/</u> structural steel erecting
8499	Labourer, <u>Builder's/</u> except above
8101	Labourer, <u>Carpenter's</u>
8403	Labourer, <u>Concrete</u>
8403	Labourer, <u>Concreter's</u>
8403	Labourer, <u>Construction/</u> concreting
8407	Labourer, <u>Construction/</u> digging; not operating machinery
7???	Labourer, <u>Construction/</u> driving or operating machinery or plant: Code to Operator
8409	Labourer, <u>Construction/</u> paving except concreting
8405	Labourer, <u>Construction/</u> structural steel erecting
8499	Labourer, <u>Construction/</u> except above
8301	Labourer, <u>Council/</u> cleaning
8403	Labourer, <u>Council/</u> concreting
7???	Labourer, <u>Council/</u> driving or operating machinery or plant: Code to Operator
8499	Labourer, <u>Council/</u> fencing or pipe laying
7105	Labourer, <u>Council/</u> garbage collection; driving truck
8905	Labourer, <u>Council/</u> garbage collection; not driving
8205	Labourer, <u>Council/</u> mowing, tree planting or trimming, etc.
8205	Labourer, <u>Council/</u> parks and gardens
8409	Labourer, <u>Council/</u> paving and surfacing except concreting; not operating machinery
8409	Labourer, <u>Council/</u> roadmaking or repair except concreting; not operating machinery
7299	Labourer, <u>Council/</u> streetsweeping; driving roadsweeper
8301	Labourer, <u>Council/</u> streetsweeping; not driving
8000	Labourer, <u>Council/</u> NAI (about specific tasks)
7???	Labourer, <u>Dairy/</u> driving or operating machinery or plant: Code to Operator
8201	Labourer, <u>Dairy/</u> except above
8103	Labourer, <u>Factory/</u> assembly
8301	Labourer, <u>Factory/</u> cleaning
7???	Labourer, <u>Factory/</u> driving or operating machinery or plant: Code to Operator
8105	Labourer, <u>Factory/</u> hand packing
8109	Labourer, <u>Factory/</u> quality control
8107	Labourer, <u>Factory/</u> spraypainting
8199	Labourer, <u>Factory/</u> except above
7???	Labourer, <u>Farm/</u> driving or operating machinery or plant: Code to Operator
8201	Labourer, <u>Farm/</u> except above

Code Title/ Task or Industry Response

8401	Labourer, <u>Fencing</u>
8101	Labourer, Fitter's
7???	Labourer, <u>Forestry/</u> driving or operating machinery or plant: Code to Operator
8203	Labourer, <u>Forestry/</u> except above
7???	Labourer, <u>Foundry/</u> driving or operating machinery or plant: Code to Operator
8199	Labourer, <u>Foundry/</u> except above
7???	Labourer, <u>Furnace/</u> driving or operating machinery or plant: Code to Operator
8199	Labourer, <u>Furnace/</u> except above
8201	Labourer, <u>Garden/</u> market gardening
8205	Labourer, <u>Garden/</u> except above
7???	Labourer, <u>Kiln/</u> driving or operating machinery or plant: Code to Operator
8199	Labourer, <u>Kiln/</u> except above
7???	Labourer, <u>Laundry/</u> driving or operating machinery or plant: Code to Operator
8917	Labourer, <u>Laundry/</u> except above
8201	Labourer, <u>Market Garden</u>
7???	Labourer, <u>Meatworks/</u> driving or operating machinery or plant: Code to Operator
8199	Labourer, <u>Meatworks/</u> except above
7???	Labourer, <u>Mine/</u> driving or operating machinery or plant: Code to Operator
8415	Labourer, <u>Mine/</u> except above
7???	Labourer, <u>Nursery/</u> driving or operating machinery or plant: Code to Operator
8205	Labourer, <u>Nursery/</u> except above
7???	Labourer, <u>Orchard/</u> driving or operating machinery or plant: Code to Operator
8201	Labourer, <u>Orchard/</u> except above
7???	Labourer, <u>Plant/</u> driving or operating machinery or plant: Code to Operator
8199	Labourer, <u>Plant/</u> except above
8101	Labourer, Plasterer's
8101	Labourer, Plumber's
7???	Labourer, <u>Quarry/</u> driving or operating machinery or plant: Code to Operator
8415	Labourer, <u>Quarry/</u> except above
7399	Labourer, <u>Railway/</u> shunting, switching or signalling
8413	Labourer, <u>Railway/</u> track laying or repairing; not operating machinery
7299	Labourer, <u>Railway/</u> track laying or repairing; operating machine
7???	Labourer, <u>Sawmill/</u> driving or operating machinery or plant: Code to Operator
8199	Labourer, <u>Sawmill/</u> except above
7???	Labourer, <u>Scrapyard/</u> driving or operating machinery or plant: Code to Operator
8999	Labourer, <u>Scrapyard/</u> except above
7???	Labourer, <u>Sewage/</u> driving or operating machinery or plant: Code to Operator
8199	Labourer, <u>Sewage/</u> except above
7???	Labourer, <u>Steelworks/</u> driving or operating machinery or plant: Code to Operator
8199	Labourer, <u>Steelworks/</u> except above
8405	Labourer, Structural Steel
7???	Labourer, <u>Tannery/</u> driving or operating machinery or plant: Code to Operator
8199	Labourer, <u>Tannery/</u> except above
7???	Labourer, <u>Timber Yard/</u> driving or operating machinery or plant: Code to Operator
8909	Labourer, <u>Timber Yard/</u> loading or unloading
8199	Labourer, <u>Timber Yard/</u> except above
8413	Labourer, <u>Tramway/</u> track laying or repairing; not operating machinery

Code	Title/ Task or Industry Response
7299	Labourer, <u>Tramway</u> / track laying or repairing; operating machine
7???	Labourer, <u>Vineyard</u> / driving or operating machinery or plant: Code to Operator
8201	Labourer, <u>Vineyard</u> / except above
7???	Labourer, <u>Wharf</u> / driving or operating machinery or plant: Code to Operator
8909	Labourer, <u>Wharf</u> / except above
8103	Labourer/ assembly
8301	Labourer/ cleaning
8407	Labourer/ <u>digging or land clearing</u> ; not operating machinery
7???	Labourer/ driving or operating machinery or plant: Code to Operator
8407	Labourer/ <u>earthmoving</u> ; not operating machinery
8105	Labourer/ hand packing
8909	Labourer/ loading or unloading transport vehicles
8415	Labourer/ <u>mineral ore treatment</u> ; not operating machinery
8409	Labourer/ paving and surfacing except concreting; not operating machinery
8499	Labourer/ pipe laying; not operating machinery
8409	Labourer/ roadmaking and repair except concreting; not operating machinery
8???	Labourer/ <u>sheltered workshop</u> : Code to Labourer, Factory
7401	Ladleman/ <u>metal</u>
6301	Lady, Sales
8919	Lady, Tea
8499	Lagger
8199	Laminator, Fibreglass
8999	Lampman
5301	Landlord/ accounts or bookkeeping
8913	Landlord/ cleaning or maintaining property
8913	Landlord/ collecting rent
6105	Landlord/ managing property
4805	Landscaper
4915	Laster
8925	Launchman
8917	Laundress
2605	Lawyer
4403	Layer, Brick
4301	Layer, Cable/ <u>electric</u>
4919	Layer, Carpet
8403	Layer, Concrete
4919	Layer, Floor Covering/ NAI about type of covering)
8403	Layer, Floor/ concrete
4413	Layer, Floor/ terrazzo
4409	Layer, Gas Main
8499	Layer, Pipe

Code	Title/ Task or <u>Industry</u> Response
4919	Layer, Tile/ <u>carpet, vinyl</u> or cork
4413	Layer, Tile/ <u>wall or floor, ceramic</u> or quarry
7299	Layer, Track/ <u>railway line or tramline</u> ; operating machine
8413	Layer, Track/ <u>railway line or tramline</u> ; except above
2815	Leader, Band
2505	Leader, Fitness
5999	Leader, Group/ census
2815	Leader, Orchestra
6601	Leader, Play
1319	Leader, Squadron/ <u>defence forces</u> ; managerial tasks specified
????	Leader, Squadron/ <u>defence forces</u> ; except above: Disregard Title
6699	Leader, Tour
3901	Leader, Youth
4925	Leadlighter
8411	Leadsman
6105	Leasebroker
2500	Lecturer/ <u>education system</u> ; <u>NAI</u> (about type of institution)
2503	Lecturer/ <u>TAFE</u>
2501	Lecturer/ <u>university</u> or CAE
2911	Librarian
5401	Librarian, Tape
6301	Librarian, Video/ sales or hire
6503	Licensee/ <u>hotel, motel</u> or tavern; tending bar
1505	Licensee/ <u>hotel, motel</u> or tavern; except above
????	Lieutenant/ <u>army</u> ; Disregard Title
1319	Lieutenant/ <u>navy or air force</u> ; managerial tasks specified
????	Lieutenant/ <u>navy or air force</u> ; except above: Disregard Title
8911	Lifeguard
8923	Lifter/ railway
7399	Lightkeeper
2399	Limbmaker
2107	Limnologist
7299	Linemaker
????	Lineperson: Code to Linesperson
7409	Liner, Tank
4301	Linesperson/ <u>electrical</u>
4301	Linesperson/ <u>power</u>
3915	Linesperson/ <u>sport</u>

Code Title/ Task or Industry Response

4311 Linesperson/ telecommunications
4300 Linesperson/ NAI (about specific tasks)
2907 Linguist/ research
2999 Linguist/ translating or interpreting
4505 Lithographer
7105 Loader, Aircraft/ driving truck or van
7203 Loader, Aircraft/ operating forklift
8903 Loader, Aircraft/ except above
8903 Loader/ luggage
8909 Loader/ truck
8907 Loader/ warehouse
3303 Loadmaster/ defence forces
4213 Locksmith
2301 Locum/ general medical practice
4907 Loftsmen/ marine construction
2103 Logger, Mud
8203 Lookout, Fire
8205 Lopper, Tree
8203 Lumberjack

Code	Title/ Task or <u>Industry</u> Response
5203	Machinist, Accounting
7429	Machinist, Boot/ <u>factory</u>
7427	Machinist, Buttonhole
4917	Machinist, Canvas
7425	Machinist, <u>Clothing/</u> knitting machine
7427	Machinist, <u>Clothing/</u> sewing machine
7427	Machinist, <u>Clothing/</u> NAI (about type of machine)
7421	Machinist, Combing/ <u>textile</u>
4505	Machinist, <u>Flexographic Printing</u>
7427	Machinist, Glove
7425	Machinist, Knitting
5203	Machinist, Ledger
4505	Machinist, Letterpress
4505	Machinist, <u>Lithographic Printing</u>
7401	Machinist, Metal/ operating extruder
7403	Machinist, Metal/ operating press except extrusion press
4103	Machinist, Metal/ except above
4505	Machinist, <u>Newspaper Press</u>
4505	Machinist, <u>Printing</u>
5203	Machinist, Proof
7427	Machinist, Sewing/ <u>clothing except shoes</u>
4917	Machinist, Sewing/ <u>leather or canvas except clothing</u>
7429	Machinist, Sewing/ <u>shoe</u>
7427	Machinist, Sewing/ <u>soft fabrics or furnishings</u>
7427	Machinist, Sewing/ <u>NAI (about type of material)</u>
7429	Machinist, Shoe/ <u>factory</u>
7419	Machinist, <u>Stonemasonry</u>
4901	Machinist, Wood
7427	Machinist/ overlocking
2817	Magician
1103	Magistrate
8919	Maid, Catering
8921	Maid, Diet
8919	Maid, Home Economics
8921	Maid, <u>Hospital</u>
8301	Maid, House
8999	Maid, Kennel
8919	Maid, Kitchen
8917	Maid, Laundry
8921	Maid, Menu/ <u>hospital</u>
8919	Maid, Pantry
8921	Maid, Tray/ <u>hospital</u>
8919	Maid, Tray/ <u>hotel or motel</u>
8921	Maid, Ward
5605	Mailman

Code Title/ Task or Industry Response

6505 Maitre d'Hotel

1319 Major/ defence forces; managerial tasks specified
???? Major/ defence forces; except above: Disregard Title

7419 Maker, Abrasive Wheel

2399 Maker, Artificial Eye

2399 Maker, Artificial Limb

4103 Maker, Axle

4905 Maker, Barrel/ wood

4925 Maker, Basket

4913 Maker, Bedding

4703 Maker, Biscuit

4607 Maker, Body/ vehicle

4205 Maker, Boiler

4915 Maker, Boot

7419 Maker, Brake Lining

7431 Maker, Breakfast Cereal

7419 Maker, Brick

7411 Maker, Bullet

4799 Maker, Butter

4903 Maker, Cabinet

7411 Maker, Candle

4917 Maker, Canvas Goods

7425 Maker, Carpet

7405 Maker, Chain

4903 Maker, Chair

4799 Maker, Cheese

7399 Maker, Chipboard

7431 Maker, Chocolate

4213 Maker, Clock

4903 Maker, Coffin

7431 Maker, Cordial

7427 Maker, Curtain

4101 Maker, Die

4703 Maker, Dough

4911 Maker, Dress

7305 Maker, Dry Ice

7411 Maker, Dye

2811 Maker, Film

4903 Maker, Frame/ furniture

8103 Maker, Furniture/ assembly work

4905 Maker, Furniture/ cane

4903 Maker, Furniture/ except above

7411 Maker, Fuse/ explosives

7417 Maker, Glassware

7411 Maker, Glue

7399 Maker, Hardboard

Code	Title/ Task or <u>Industry</u> Response
8103	Maker, Harness/ <u>vehicle wiring</u>
4911	Maker, Hat
7431	Maker, Ice Cream
4213	Maker, Instrument/ <u>meters or gauges</u>
4925	Maker, Instrument/ <u>musical</u>
7399	Maker, Insulation
7431	Maker, Jam
4923	Maker, Jewellery
4101	Maker, Jig/ metal
4901	Maker, Jig/ wood
7407	Maker, Laminex
4917	Maker, Leather Goods
2399	Maker, Limb
7499	Maker, Linoleum
7431	Maker, Margarine
4913	Maker, Mattress
4925	Maker, Model/ <u>architectural</u>
4905	Maker, Model/ wood
7411	Maker, Nitrocellulose
7305	Maker, Paint
8199	Maker, Pallet
7415	Maker, Paper
7415	Maker, Paper Products
7399	Maker, Particle Board
7431	Maker, Pasta
4203	Maker, Pattern/ cutting, shaping or joining metal
4207	Maker, Pattern/ metal casting
4203	Maker, Pattern/ sheet metal
4911	Maker, Pattern/ <u>textiles</u>
4203	Maker, Pattern/ vehicle
4401	Maker, Pattern/ wood
4905	Maker, Picture Frame
8919	Maker, Pizza
7419	Maker, Plaster/ operating machine
7419	Maker, Plasterboard
4503	Maker, Plate/ <u>printing industry</u>
2801	Maker, Print
4401	Maker, Prop
4917	Maker, Saddle
4213	Maker, Safe
4917	Maker, Sail
8919	Maker, Sandwich
7431	Maker, Sauce
4213	Maker, Saw
4213	Maker, Scale
4401	Maker, Scenery
4915	Maker, Shoe

Code Title/ Task or Industry Response

4701	Maker, Smallgoods
7431	Maker, Spaghetti
7431	Maker, Spice
4201	Maker, Spring
4925	Maker, Stained Glass
4999	Maker, Surfboard
7411	Maker, Suture
7431	Maker, Syrup
4203	Maker, Tank/ metal
4917	Maker, Tarpaulin
4205	Maker, Template/ metal
4101	Maker, Tool
7411	Maker, Varnish
4213	Maker, Watch
4917	Maker, Whip
4927	Maker, Wig
2999	Maker, Wine
7431	Maker, Yoghurt
7431	Maltster
4701	Manager, <u>Abattoir</u> / slaughtering
1601	Manager, <u>Abattoir</u> / supervising staff, administration
1601	Manager, <u>Abattoir</u> / NAI (about specific tasks)
6201	Manager, Account/ selling or serving clients
5301	Manager, Accounts/ bookkeeping
5301	Manager, Administrative/ supervising office
1301	Manager, Administrative/ except above
1303	Manager, Advertising
2805	Manager, <u>Advertising Agency</u> / designing advertising materials
6201	Manager, <u>Advertising Agency</u> / selling
1601	Manager, <u>Advertising Agency</u> / supervising staff, administration
2807	Manager, <u>Advertising Agency</u> / writing advertising copy
1601	Manager, <u>Advertising Agency</u> / NAI (about specific tasks)
1201	Manager, Airline
1399	Manager, Airport
1599	Manager, Amusement Park
2799	Manager, Area/ <u>oil company</u>
1303	Manager, Area/ sales
1201	Manager, Area/ except above
1507	Manager, Bank
1503	Manager, Banquet
6503	Manager, <u>Bar</u> / licensed premises
6699	Manager, <u>Beauty Parlour</u> / selling or serving
1599	Manager, <u>Beauty Parlour</u> / supervising staff, administration
1599	Manager, <u>Beauty Parlour</u> / NAI (about specific tasks)
8301	Manager, <u>Boarding House</u> / cleaning
4705	Manager, <u>Boarding House</u> / cooking

Code Title/ Task or Industry Response

5601	Manager, <u>Boarding House</u> / receiving guests
1505	Manager, <u>Boarding House</u> / supervising staff, administration
1505	Manager, <u>Boarding House</u> / NAI (about specific tasks)
????	Manager, <u>Boutique</u> : Code to Manager, Shop
????	Manager, <u>Bowling Alley</u> : Code to Manager, Sports centre
1507	Manager, Branch/ bank
1507	Manager, Branch/ <u>building society or credit union</u>
1507	Manager, Branch/ <u>finance company</u>
1599	Manager, Branch/ <u>government agency</u>
6103	Manager, Branch/ <u>insurance office</u> ; selling
1599	Manager, Branch/ <u>insurance office</u> ; supervising staff, administration
1599	Manager, Branch/ <u>insurance office</u> ; NAI (about specific tasks)
????	Manager, Branch/ <u>retail store</u> : Code to Manager, Shop
6105	Manager, Branch/ <u>stock and station agency</u> ; selling or serving
1599	Manager, Branch/ <u>stock and station agency</u> ; supervising staff, administration
1599	Manager, Branch/ <u>stock and station agency</u> ; NAI (about specific tasks)
????	Manager, Building Company: Code to Builder
1507	Manager, Building Society
1301	Manager, Business/ managing organisation finances
????	Manager, Cafeteria: Code to Manager, Catering
????	Manager, Canteen: Code to Manager, Catering
6599	Manager, <u>Car Rental</u> / sales or clerical duties
1599	Manager, <u>Car Rental</u> / supervisor staff, administration
1599	Manager, <u>Car Rental</u> / NAI (about specific tasks)
6699	Manager, <u>Caravan Park</u> / receiving and looking after guests
1505	Manager, <u>Caravan Park</u> / supervising staff, administration
1505	Manager, <u>Caravan Park</u> / NAI (about specific tasks)
6403	Manager, Catering/ checkout operating
4705	Manager, Catering/ cooking
6301	Manager, Catering/ counter service
8919	Manager, Catering/ kitchen work except cooking
1503	Manager, Catering/ supervising staff, administration
6505	Manager, Catering/ waiting at tables
1503	Manager, Catering/ NAI (about specific tasks)
1599	Manager, <u>CES</u> / <u>branch office</u>
6601	Manager, Child Care Centre/ looking after children
3907	Manager, <u>Child Care Centre</u> / supervising staff, administration
3907	Manager, <u>Child Care Centre</u> / NAI (about specific tasks)
6601	Manager, <u>Children's Home</u>
1599	Manager, <u>Cinema</u>
1201	Manager, City
5303	Manager, Claims/ assessing health insurance claims
3905	Manager, Claims/ assessing insurance claims except health
1399	Manager, Claims/ except above
1599	Manager, <u>Club</u> / supervising staff, administration
6503	Manager, <u>Club</u> / tending bar
1599	Manager, <u>Club</u> / NAI (about specific tasks)

Code Title/ Task or Industry Response

????	Manager, Company: Code to Manager
1311	Manager, Computer/ data processing
1399	Manager, Construction
????	Manager, Construction Company: Code to Builder
1301	Manager, Credit
1507	Manager, Credit Union
????	Manager, Dairy/ <u>department store</u> : Code to Assistant, Sales
????	Manager, Dairy/ <u>supermarket</u> : Code to Assistant, Sales
1601	Manager, Dairy/ except above
2707	Manager, Data
1311	Manager, Data Processing
2707	Manager, Data Processing Company/ programming
6201	Manager, Data Processing Company/ sales
1601	Manager, Data Processing Company/ supervising staff, administration
1601	Manager, Data Processing Company/ NAI (about specific tasks)
6601	Manager, <u>Day Care Centre</u> / looking after children
3907	Manager, <u>Day Care Centre</u> / supervising staff, administration
3907	Manager, <u>Day Care Centre</u> / NAI (about specific tasks)
6301	Manager, <u>Delicatessen</u> / selling or serving
1501	Manager, <u>Delicatessen</u> / NAI (about tasks or type of business)
????	Manager, <u>Delicatessen</u> / except above: Code to Manager, Shop
6301	Manager, Department/ <u>supermarket</u> or <u>department store</u>
5503	Manager, Despatch
1399	Manager, Development
1307	Manager, Distribution
1303	Manager, District/ sales
1201	Manager, District/ except above
1599	Manager, <u>Drive-In Theatre</u>
7499	Manager, <u>Dry Cleaner</u> / operating machine
6301	Manager, <u>Dry Cleaner</u> / selling or serving
1501	Manager, <u>Dry Cleaner</u> / supervising staff, administration
1501	Manager, <u>Dry Cleaner</u> / NAI (about specific tasks)
5905	Manager, <u>Employment Agency</u> / job placement
1599	Manager, <u>Employment Agency</u> / supervising staff, administration
1599	Manager, <u>Employment Agency</u> / NAI (about specific tasks)
1399	Manager, Engineering
1599	Manager, <u>Equipment Hire</u>
1303	Manager, Export
6301	Manager, <u>Export Company</u> / selling
1601	Manager, <u>Export Company</u> / supervising staff, administration
1601	Manager, <u>Export Company</u> / NAI (about specific tasks)
1601	Manager, Factory
1599	Manager, Fairground
1401	Manager, Farm
8919	Manager, <u>Fast Food</u> / kitchen work not selling
6301	Manager, <u>Fast Food</u> / selling or serving
1501	Manager, <u>Fast Food</u> / supervising staff, administration

Code	Title/ Task or Industry Response
1501	Manager, <u>Fast Food</u> / NAI (about specific tasks)
1301	Manager, Finance
1201	Manager, Finance Company
6301	Manager, <u>Fleet</u> / car sales
2811	Manager, <u>Floor</u> / <u>television studio</u>
4999	Manager, <u>Florist</u> / arranging flowers
6301	Manager, <u>Florist</u> / selling or serving
1501	Manager, <u>Florist</u> / supervising staff, administration
1501	Manager, <u>Florist</u> / NAI (about specific tasks)
1601	Manager, Foundry
4601	Manager, <u>Garage</u> / repairing or servicing vehicles
6599	Manager, <u>Garage</u> / selling or serving
1501	Manager, <u>Garage</u> / supervising staff, administration
1501	Manager, <u>Garage</u> / NAI (about specific tasks)
????	Manager, General/ own business: Code to Manager
1201	Manager, General/ except above
????	Manager, <u>Golf Course</u> : Code to Manager, Sports Centre
????	Manager, <u>Grocery</u> / department store: Code to Assistant, Sales
????	Manager, <u>Grocery</u> / <u>supermarket</u> : Code to Assistant, Sales
????	Manager, <u>Grocery</u> / except above: Code to Manager, Shop
8301	Manager, <u>Guest House</u> / cleaning
4705	Manager, <u>Guest House</u> / cooking
5601	Manager, <u>Guest House</u> / receiving guests
1505	Manager, <u>Guest House</u> / supervising staff, administration
1505	Manager, <u>Guest House</u> / NAI (about specific tasks)
????	Manager, <u>Gymnasium</u> : Code to Manager, Sports Centre
4927	Manager, <u>Hairdressing Salon</u> / cutting hair
1599	Manager, <u>Hairdressing Salon</u> / supervising staff, administration
1599	Manager, <u>Hairdressing Salon</u> / NAI (about specific tasks)
????	Manager, <u>Hardware</u> / department store: Code to Assistant, Sales
????	Manager, <u>Hardware</u> / except above: Code to Manager, Shop
????	Manager, <u>Health Centre</u> : Code to Manager, Sports Centre
5601	Manager, <u>Hostel</u> / receiving guests or inmates
1505	Manager, <u>Hostel</u> / supervising staff, administration
1505	Manager, <u>Hostel</u> / NAI (about specific tasks)
4705	Manager, <u>Hotel</u> / cooking
5601	Manager, <u>Hotel</u> / receiving guests
1505	Manager, <u>Hotel</u> / supervising staff, administration
6503	Manager, <u>Hotel</u> / tending bar
1505	Manager, <u>Hotel</u> / NAI (about specific tasks)
1309	Manager, Human Resources
1399	Manager, Import
6301	Manager, <u>Import Company</u> / selling
1601	Manager, <u>Import Company</u> / supervising staff, administration
1601	Manager, <u>Import Company</u> / NAI (about specific tasks)
1309	Manager, Industrial Relations
5303	Manager, <u>Insurance Office</u> / assessing health insurance

Code Title/ Task or Industry Response

3905	Manager, <u>Insurance Office</u> / assessing insurance except health
6103	Manager, <u>Insurance Office</u> / selling or serving
1599	Manager, <u>Insurance Office</u> / supervising staff, administration
1599	Manager, <u>Insurance Office</u> / NAI (about specific tasks)
8917	Manager, <u>Laundrette</u>
8917	Manager, <u>Laundromat</u>
1601	Manager, <u>Laundry</u> / supervising staff, administration
7499	Manager, <u>Laundry</u> / washing or pressing
1601	Manager, <u>Laundry</u> / NAI (about specific tasks)
1303	Manager, <u>Leasing/ hire equipment</u>
6105	Manager, <u>Leasing/ real estate</u>
8919	Manager, <u>Lunch Bar</u> / kitchen work not selling
6301	Manager, <u>Lunch Bar</u> / selling or serving
1501	Manager, <u>Lunch Bar</u> / supervising staff, administration
1501	Manager, <u>Lunch Bar</u> / NAI (about specific tasks)
1305	Manager, <u>Manufacturing</u>
4907	Manager, <u>Marina</u> / building or repairing boats
1601	Manager, <u>Marina</u> / supervising staff, administration
1601	Manager, <u>Marina</u> / NAI (about specific tasks)
1401	Manager, <u>Market Garden</u>
1303	Manager, <u>Marketing</u>
6201	Manager, <u>Merchandise</u> / selling tasks
1303	Manager, <u>Merchandise</u> / except above
8919	Manager, <u>Milk Bar</u> / kitchen work not selling
6301	Manager, <u>Milk Bar</u> / selling or serving
1501	Manager, <u>Milk Bar</u> / supervising staff, administration
1501	Manager, <u>Milk Bar</u> / NAI (about specific tasks)
1601	Manager, <u>Mill/ grain or flour</u>
1601	Manager, <u>Mill/ timber or paper</u>
1601	Manager, <u>Mine</u>
4705	Manager, <u>Motel</u> / cooking
5601	Manager, <u>Motel</u> / receiving guests
1505	Manager, <u>Motel</u> / supervising staff, administration
1505	Manager, <u>Motel</u> / NAI (about specific tasks)
1303	Manager, <u>National</u> / sales
1201	Manager, <u>National</u> / except above
1311	Manager, <u>Network</u> / computing
6301	Manager, <u>Newsagency</u> / selling or serving
1501	Manager, <u>Newsagency</u> / supervising staff, administration
1501	Manager, <u>Newsagency</u> / NAI (about specific tasks)
1599	Manager, <u>Night Club</u> / supervising staff, administration
6503	Manager, <u>Night Club</u> / te'nding bar
1599	Manager, <u>Night Club</u> / NAI (about specific tasks)
8907	Manager, <u>Night Fill</u>
4801	Manager, <u>Nursery</u> / plant nursery; growing plants
6301	Manager, <u>Nursery</u> / plant nursery; selling or serving
1501	Manager, <u>Nursery</u> / plant nursery; supervising staff, administration

Code Title/ Task or Industry Response

1501 Manager, Nursery/ plant nursery; NAI (about specific tasks)
 1309 Manager, Occupational Health and Safety
 5301 Manager, Office/ bookkeeping
 1599 Manager, Office/ branch of government agency
 5303 Manager, Office/ insurance; assessing health insurance
 3905 Manager, Office/ insurance; assessing insurance except health
 6103 Manager, Office/ insurance; selling
 1599 Manager, Office/ insurance; supervising staff, administration
 1599 Manager, Office/ insurance; NAI (about specific tasks)
 5101 Manager, Office/ secretary
 1599 Manager, Office/ social security
 5301 Manager, Office/ except above
 1311 Manager, Operations/ computing
 1305 Manager, Operations/ except above
 6301 Manager, Parts/ selling parts
 1309 Manager, Personnel
 2307 Manager, Pharmacy/ dispensing drugs
 1501 Manager, Pharmacy/ supervising staff, administration
 1501 Manager, Pharmacy/ NAI (about specific tasks)
 1401 Manager, Piggery
 1305 Manager, Plant
 5301 Manager, Practice/ medical or dental
 4??? Manager, Printing Company/ printing tasks: Code to Printer
 1601 Manager, Printing Company/ supervising staff, administration
 1601 Manager, Printing Company/ NAI (about specific tasks)
 6201 Manager, Product/ selling tasks
 1303 Manager, Product/ except above
 1305 Manager, Production
 1305 Manager, Program/ television
 ???? Manager, Project: Code to Manager
 6201 Manager, Promotions/ selling tasks
 1303 Manager, Promotions/ except above
 1401 Manager, Property/ farming tasks
 6105 Manager, Property/ real estate
 1307 Manager, Purchasing
 1305 Manager, Quality Control
 1601 Manager, Quarry
 1599 Manager, Racecourse
 1201 Manager, Radio Station
 6105 Manager, Real Estate/ selling or leasing
 1599 Manager, Real Estate/ supervising staff, administration
 1599 Manager, Real Estate/ NAI (about specific tasks)
 ???? Manager, Recreation Centre: Code to Manager, Sports Centre
 1309 Manager, Recruitment
 1303 Manager, Regional/ sales
 1201 Manager, Regional/ except above
 7105 Manager, Removalist/ driving truck

Code Title/ Task or Industry Response

1601	Manager, <u>Removalist</u> / supervising staff, administration
1601	Manager, <u>Removalist</u> / NAI (about specific tasks)
1399	Manager, <u>Research</u>
5601	Manager, <u>Resort</u> / receiving guests
1505	Manager, <u>Resort</u> / supervising staff, administration
1505	Manager, <u>Resort</u> / NAI (about specific tasks)
8919	Manager, <u>Restaurant</u> / assisting in kitchen not cooking
4705	Manager, <u>Restaurant</u> / cooking
1503	Manager, <u>Restaurant</u> / supervising staff, administration
6505	Manager, <u>Restaurant</u> / waiting on tables
1503	Manager, <u>Restaurant</u> / NAI (about specific tasks)
????	Manager, <u>Retail Store</u> : Code to Manager, Shop
1505	Manager, <u>Retirement Village</u>
????	Manager, <u>Road-House</u> : Code to Manager, Shop
3903	Manager, <u>Road</u> / performing arts
6201	Manager, <u>Sales</u> / selling tasks
1303	Manager, <u>Sales</u> / except above
1601	Manager, <u>Sawmill</u>
5905	Manager, <u>Secretarial Agency</u> / job placement
1601	Manager, <u>Secretarial Agency</u> / supervising staff, administration
1601	Manager, <u>Secretarial Agency</u> / NAI (about specific tasks)
5101	Manager, <u>Secretarial Service</u> / contract typing or secretarial work
1601	Manager, <u>Secretarial Service</u> / supervising staff, administration
1601	Manager, <u>Secretarial Service</u> / NAI (about specific tasks)
6301	Manager, <u>Section</u> / <u>supermarket</u> or <u>department store</u>
1399	Manager, <u>Security</u>
4601	Manager, <u>Service Station</u> / repairing or servicing vehicles
6599	Manager, <u>Service Station</u> / selling or serving
1501	Manager, <u>Service Station</u> / supervising staff, administration
1501	Manager, <u>Service Station</u> / NAI (about specific tasks)
4601	Manager, <u>Service</u> / automotive
5907	Manager, <u>Settlement Agency</u> / preparation of legal documents
1599	Manager, <u>Settlement Agency</u> / supervising staff, administration
1599	Manager, <u>Settlement Agency</u> / NAI (about specific tasks)
1307	Manager, <u>Shipping</u>
4999	Manager, <u>Shop</u> / arranging flowers
8919	Manager, <u>Shop</u> / assisting in kitchen
4703	Manager, <u>Shop</u> / baking bread or cakes
4701	Manager, <u>Shop</u> / butchering meat
8919	Manager, <u>Shop</u> / cooking not selling
2307	Manager, <u>Shop</u> / dispensing drugs
4801	Manager, <u>Shop</u> / growing plants
4927	Manager, <u>Shop</u> / hairdressing
4923	Manager, <u>Shop</u> / making or repairing jewellery
6403	Manager, <u>Shop</u> / operating check out not selling
7499	Manager, <u>Shop</u> / operating dry-cleaning machine
4303	Manager, <u>Shop</u> / repairing small electrical appliances

Code	Title/ Task or <u>Industry</u> Response
6301	Manager, <u>Shop</u> / selling or serving
4313	Manager, <u>Shop</u> / servicing t.v., radio or hi-fi
8907	Manager, <u>Shop</u> / shelf filling or packing not selling
1501	Manager, <u>Shop</u> / supervising staff, administration
1501	Manager, <u>Shop</u> / NAI (about specific tasks)
1399	Manager, Shopping Centre
3207	Manager, <u>Site</u> / construction
8919	Manager, <u>Snack Bar</u> / kitchen work
6301	Manager, <u>Snack Bar</u> / selling or serving
1501	Manager, <u>Snack Bar</u> / supervising staff, administration
1501	Manager, <u>Snack Bar</u> / NAI (about specific tasks)
1599	Manager, Social Security Office
1311	Manager, <u>Software</u> / <u>computing</u>
6301	Manager, Spare Parts
2505	Manager, Sports Centre/ instructing
1599	Manager, <u>Sports Centre</u> / supervising staff, administration
6405	Manager, <u>Sports Centre</u> / taking bookings
1599	Manager, <u>Sports Centre</u> / NAI (about specific tasks)
????	Manager, <u>Squash Centre</u> : Code to Manager, Sports Centre
2811	Manager, Stage
1303	Manager, <u>State</u> / sales
1201	Manager, <u>State</u> / except above
1401	Manager, <u>Station</u> / <u>farming</u>
1601	Manager, Steelworks
6105	Manager, <u>Stock and Station Agency</u> / selling or serving
1599	Manager, <u>Stock and Station Agency</u> / supervising staff, administration
1599	Manager, <u>Stock and Station Agency</u> / NAI (about specific tasks)
1401	Manager, <u>Stock</u> / <u>livestock</u>
5505	Manager, <u>Stock</u> / except above
1303	Manager, Store Plan
????	Manager, <u>Store/ retail</u> : Code to Manager, Shop
5505	Manager, Stores
1401	Manager, Stud
1305	Manager, <u>Studio</u> / television, film or stage
????	Manager, <u>Supermarket</u> : Code to Manager, Shop
1307	Manager, Supply
????	Manager, <u>Swimming Pool</u> : Code to Manager, Sports Centre
1311	Manager, <u>Systems</u> / <u>computing</u>
1599	Manager, T.A.B./ supervising staff, administration
6405	Manager, T.A.B./ taking bets
1599	Manager, T.A.B./ NAI (about specific tasks)
8919	Manager, Take Away/ kitchen work not selling
6301	Manager, <u>Take Away</u> / selling or serving
1501	Manager, <u>Take Away</u> / supervising staff, administration
1501	Manager, <u>Take Away</u> / NAI (about specific tasks)
1505	Manager, <u>Tavern</u> / supervising staff, administration
6503	Manager, <u>Tavern</u> / tending bar

Code Title/ Task or Industry Response

1505	Manager, <u>Tavern</u> / NAI (about specific tasks)
1399	Manager, Technical
2799	Manager, Territory/ oil company
1599	Manager, <u>Theatre</u>
6301	Manager, <u>Timber Yard</u> / selling or serving
1501	Manager, <u>Timber Yard</u> / supervising staff, administration
1501	Manager, <u>Timber Yard</u> / NAI (about specific tasks)
6301	Manager, <u>Tobacconist</u> / selling or serving
1501	Manager, <u>Tobacconist</u> / supervising staff, administration
1501	Manager, <u>Tobacconist</u> / NAI (about specific tasks)
2705	Manager, <u>Training</u> / running courses
1309	Manager, <u>Training</u> / supervising staff, administration
1309	Manager, <u>Training</u> / NAI (about specific tasks)
1307	Manager, <u>Transport</u>
7101	Manager, <u>Transport Company</u> / driving bus
7105	Manager, <u>Transport Company</u> / driving truck
1601	Manager, <u>Transport Company</u> / supervising staff, administration
1601	Manager, <u>Transport Company</u> / NAI (about specific tasks)
6507	Manager, <u>Travel Agency</u> / advising clients or selling tickets
1599	Manager, <u>Travel Agency</u> / supervising staff, administration
1599	Manager, <u>Travel Agency</u> / NAI (about specific tasks)
8923	Manager, <u>Tyre service</u> / fitting tyres
6301	Manager, <u>Tyre service</u> / selling or serving
1501	Manager, <u>Tyre service</u> / supervising staff, administration
1501	Manager, <u>Tyre service</u> / NAI (about specific tasks)
1401	Manager, <u>Vineyard</u>
5505	Manager, <u>Warehouse</u>
2999	Manager, <u>Winery</u> / making wine
1601	Manager, <u>Winery</u> / supervising staff, administration
1601	Manager, <u>Winery</u> / NAI (about specific tasks)
1305	Manager, <u>Works</u>
6699	Manicurist
1601	Manufacturer
3305	Mariner, Master
7299	Marker, Line
3103	Marker, Tree
2999	Marker/ exam papers
5505	Marker/ <u>shop or warehouse</u>
8199	Marker/ <u>steel</u>
8199	Marker-off
1201	Marshall, Air/ <u>air force</u>
1201	Marshall, Field/ army
4999	Mason

Code Title/ Task or Industry Response

6699	Masseur
6699	Masseuse
3305	Master, Barge
2999	Master, Court
5503	Master, Depot/ <u>road transport</u>
3305	Master, Dredge
3305	Master, Ferry
3305	Master, Fishing Boat
1399	Master, Harbour
3305	Master, Launch
7399	Master, Lock/ <u>water transport</u>
2403	Master, <u>School/ primary</u> ; teaching
2403	Master, <u>School/ primary</u> ; NAI (about specific tasks)
6601	Master, <u>School/ residential care</u> , not teaching
2405	Master, <u>School/ secondary</u> ; teaching
2405	Master, <u>School/ secondary</u> ; NAI (about specific tasks)
2400	Master, <u>School/ NAI</u> (about specific tasks or type of school)
3305	Master, Ship's
1599	Master, Station
1401	Master, Stud
3305	Master, Trawler
3305	Master, Tug
4911	Matcher, Fur
3305	Mate, Ship's
2909	Mathematician
1315	Matron/ nursing
6601	Matron/ residential care
1101	Mayor
7???	Meatworker/ <u>abattoir</u> ; driving or operating machinery or plant. Code to Operator
8199	Meatworker/ <u>abattoir</u> ; except above
4600	Mechanic + Panelbeater
4307	Mechanic, Air Conditioning
4211	Mechanic, Aircraft
4211	Mechanic, Airframe/ <u>air force</u>
4399	Mechanic, Amusement Machine
4999	Mechanic, Armament/ defence forces
4601	Mechanic, <u>Automotive</u>
4211	Mechanic, Aviation
4205	Mechanic, Boiler
4601	Mechanic, Brake
4315	Mechanic, Business Machine
4601	Mechanic, Car

Code Title/ Task or Industry Response

4999	Mechanic, Chainsaw
4999	Mechanic, Dental
4601	Mechanic, Diesel
4309	Mechanic, Electrical
4399	Mechanic, Elevator
4601	Mechanic, Fork lift
4103	Mechanic, Heavy Equipment
4211	Mechanic, Helicopter
4213	Mechanic, Instrument
4601	Mechanic, Lawnmower
4399	Mechanic, Lift
4103	Mechanic, Linotype
4103	Mechanic, Locomotive
4103	Mechanic, Loom
4601	Mechanic, Manne
4601	Mechanic, Maritime Aids
4213	Mechanic, Meter
4601	Mechanic, Motor
4601	Mechanic, Motorcycle
4315	Mechanic, Office Machine
4999	Mechanic, Optical
4103	Mechanic, Plant
4399	Mechanic, Poker Machine
4313	Mechanic, Radio
7299	Mechanic, Recovery/ <u>army</u>
4307	Mechanic, Refrigeration
4601	Mechanic, Service/ <u>motor vehicle</u>
4103	Mechanic, Sewing Machine
4313	Mechanic, Television
4103	Mechanic, Textile
4601	Mechanic, Tractor
4601	Mechanic, Truck
4315	Mechanic, Typewriter
4399	Mechanic, Vending Machine
3205	Mechanic, Vibroseis
4303	Mechanic, Washing Machine
4601	Mechanic/ NAI (about type of equipment)
4401	Mechanist, Theatre
1101	Member, Parliament, of
1103	Member, Tribunal
4911	Mender, Invisible
7425	Mender, Textile
6599	Merchandiser/ demonstrating products, not selling
6201	Merchandiser/ selling
6201	Merchandiser/ NAI (about specific tasks)

Code	Title/ Task or <u>Industry</u> Response
6599	Merchandiser/ except above
6501	Merchant, Scrap
6301	Merchant, <u>Wood</u> / selling or serving
1501	Merchant, <u>Wood</u> / except above
6201	Merchant/ selling or serving
1601	Merchant/ supervising staff, administration
1601	Merchant/ NAI (about specific tasks)
5605	Messenger
2217	Metallographer
2217	Metallurgist
2199	Meteorologist
2109	Microbiologist/ medical
2107	Microbiologist/ except above
1319	Midshipman/ navy
3401	Midwife
6501	Milkman
7399	Miller, Cement
4799	Miller, <u>Flour</u>
4799	Miller, <u>Grain</u>
7413	Miller, <u>Saw</u> / operating saw
1601	Miller, <u>Saw</u> / supervising staff, administration
1601	Miller, <u>Saw</u> / NAI (about specific tasks)
7409	Miller, Tyre
7???	Millhand/ driving or operating machinery or plant: Code to Operator
8199	Millhand/ except above
4911	Milliner
4103	Millwright
6601	Minder, Child
8415	Miner, Opal
4909	Miner, Stope
8101	Miner/ assisting tradespersons
4909	Miner/ blasting or firing
7317	Miner/ drilling not blasting or firing
7105	Miner/ driving or operating equipment; coal hauler or euclid
7317	Miner/ driving or operating equipment; drilling not blasting or firing
7201	Miner/ driving or operating equipment; earthmoving
7201	Miner/ driving or operating equipment; mining machine or plant
7107	Miner/ driving or operating equipment; train
7105	Miner/ driving or operating equipment; truck except underground

Code Title/ Task or Industry Response

7201 Miner/ driving or operating equipment; underground truck
 7313 Miner/ driving or operating equipment; winder, winch or hoist
 7201 Miner/ driving or operating equipment; NAI (about type of equipment)
 7??? Miner/ driving or operating equipment; except above: Code to Operator
 3905 Miner/ safety officer or examiner
 8415 Miner/ NAI (about specific tasks)
 7??? Miner/ except above: disregard title

1101 Minister/ government
 2607 Minister/ religion

2607 Missionary

1599 Mistress, Post
 2403 Mistress, School/ primary; teaching
 2403 Mistress, School/ primary; NAI (about specific tasks)
 6601 Mistress, School/ residential care, not teaching
 2405 Mistress, School/ secondary; teaching
 2405 Mistress, School/ secondary; NAI (about specific tasks)
 2400 Mistress, School/ NAI (about specific tasks or type of school)

7305 Mixer/ chemicals except explosives, glue or oil
 7411 Mixer/ explosives
 7431 Mixer/ food or beverages
 7411 Mixer/ glue
 7307 Mixer/ oil
 7407 Mixer/ plastics
 3903 Mixer/ sound
 3903 Mixer/ vision

6599 Model

5907 Monitor, Court

4909 Monkey, Powder

7499 Mortarman/ army

6699 Mortician

4705 Motelier/ cooking
 5601 Motelier/ receiving guests
 1505 Motelier/ supervising staff, administration
 1505 Motelier/ NAI (about specific tasks)

4705 Motelkeeper/ cooking
 5601 Motelkeeper/ receiving guests
 1505 Motelkeeper/ supervising staff, administration
 1505 Motelkeeper/ NAI (about specific tasks)

6601 Mother, Cottage
 6601 Mother, Day Care
 6601 Mother, House

Code Title/ Task or Industry Response

7107 Motorman

4207 Moulder + Coremaker

4207 Moulder, Jobbing

7419 Moulder/ fibre-cement

7401 Moulder/ metal; operating machine

4207 Moulder/ metal; except above

7407 Moulder/ plastic

7419 Moulder/ pre-cast concrete

7409 Moulder/ rubber

7435 Mounter, Film

8205 Mower, Lawn

2103 Mudlogger

4999 Muleser

2815 Musician

8201 Musterer

2107 Mycologist

Code	Title/ Task or <u>Industry</u> Response
6601	Nanny
2819	Narrator/ <u>broadcasting</u>
2399	Naturopath
3303	Navigator/ <u>aircraft</u>
3305	Navigator/ <u>navy</u>
4925	Needlewoman
2107	Nematologist
2303	Nephrologist
2303	Neurologist
2303	Neurosurgeon
6301	Newsagent/ selling or serving
1501	Newsagent/ except above
6501	Newsboy
8999	Nipper
2809	Novelist
2321	Nucleographer/ <u>medical</u>
7499	Number, Gun/ <u>army</u>
7499	Number, Missile/ <u>army</u>
????	Numismatist: Code to Manager, Shop
????	Nun/ <u>teaching</u> : Code to Teacher
3401	Nurse + Midwife
8999	Nurse, Animal
8921	Nurse, Assistant
6603	Nurse, Auxiliary
3401	Nurse, Charge
3401	Nurse, Community
6605	Nurse, Dental
6603	Nurse, Enrolled
3401	Nurse, Geriatric
3401	Nurse, Mental Deficiency
3401	Nurse, Mental Health
6603	Nurse, Mothercraft
3401	Nurse, Occupational Health
3401	Nurse, Psychiatric
3401	Nurse, Registered
3401	Nurse, Theatre
8999	Nurse, Veterinary
8999	Nurse/ animal or veterinary

Code Title/ Task or Industry Response

5601 Nurse/ receptionist
6603 Nurse/ state enrolled
2505 Nurse/ teaching
3401 Nurse/ except above
4801 Nurseryman
2107 Nutritionist/ animal
2399 Nutritionist/ except above

Code Title/ Task or Industry Response

2815	Oboist
8415	Observer + Helper/ mining
3103	Observer, Gravity Prospecting
7107	Observer, Locomotive
3103	Observer, Meteorological
3103	Observer, Mineral
3303	Observer/ navy
3303	Observer/ rescue aircraft
2303	Obstetrician
2303	Obstetrician + Gynaecologist
2103	Oceanographer
2999	Oenologist
3999	Officer, Acceptance/ financial institution
2701	Officer, Accounting
2999	Officer, Activities
2909	Officer, Actuarial
????	Officer, Administrative Service: Code to ASO
2107	Officer, Agricultural
3303	Officer, Air Defence/ defence forces
1201	Officer, Air Force/ Air Marshal or Commodore
1319	Officer, Air Force/ Flight Lieutenant; managerial tasks specified
????	Officer, Air Force/ Flight Lieutenant; except above: Disregard Title
1319	Officer, Air Force/ Group Captain; managerial tasks specified
????	Officer, Air Force/ Group Captain; except above: Disregard Title
????	Officer, Air Force/ no rank specified: Disregard Title
????	Officer, Air Force/ Pilot or Flying Officer: Disregard Title
1319	Officer, Air Force/ Squadron Leader; managerial tasks specified
????	Officer, Air Force/ Squadron Leader; except above: Disregard Title
1319	Officer, Air Force/ Wing Commander; managerial tasks specified
????	Officer, Air Force/ Wing Commander; except above: Disregard Title
5503	Officer, Air Traffic/ load control
6405	Officer, Air Traffic/ passenger services
3909	Officer, Ambulance
1319	Officer, Army/ Captain, Major or Colonel; managerial tasks specified
????	Officer, Army/ Captain, Major or Colonel; except above: Disregard Title
1201	Officer, Army/ Field Marshal, General or Brigadier
????	Officer, Army/ Lieutenant: Disregard Title
????	Officer, Army/ no rank specified: Disregard Title
3103	Officer, Artificial Insemination
2999	Officer, Assessment/ office of national assessments
3903	Officer, Audio Visual
2701	Officer, Audit
5301	Officer, Bank/ accountant
5203	Officer, Bank/ accounting or ledger machinist
5301	Officer, Bank/ accounts clerk or accounting

Code	Title/ Task or Industry Response
5301	Officer, Bank/ audit clerk
5301	Officer, Bank/ balancing not telling
2701	Officer, Bank/ bank examiner
1507	Officer, Bank/ bank or branch manager
5000	Officer, Bank/ checking; NAI (about specific tasks)
5499	Officer, Bank/ cheque processing
5000	Officer, Bank/ clerical tasks; NAI (about type of clerical tasks)
5901	Officer, Bank/ collecting bad debts
5201	Officer, Bank/ computer operator, not teller or customer service
5907	Officer, Bank/ conveyancing
6401	Officer, Bank/ counter service, not enquiries
6401	Officer, Bank/ customer service
5201	Officer, Bank/ data entry
5601	Officer, Bank/ enquiries
6101	Officer, Bank/ foreign currency exchange dealing
2999	Officer, Bank/ interpreting or translating for migrants
5301	Officer, Bank/ ledger examination or bookkeeping
3999	Officer, Bank/ loans or lending
1303	Officer, Bank/ managing marketing; <u>head office</u>
2703	Officer, Bank/ managing marketing; except above
6401	Officer, Bank/ overseas transactions
5905	Officer, Bank/ personnel or staff clerk
5907	Officer, Bank/ preparing or searching legal documents
5203	Officer, Bank/ proof machinist
5601	Officer, Bank/ reception
5301	Officer, Bank/ reconciliation
5101	Officer, Bank/ secretarial work
5303	Officer, Bank/ security or share documentation
5907	Officer, Bank/ settlement or mortgage processing
5000	Officer, Bank/ supervising; NAI (about staff supervised)
6401	Officer, Bank/ teller or cashier
5201	Officer, Bank/ terminal operator, not teller or customer service
2705	Officer, Bank/ training
5103	Officer, Bank/ typist
5201	Officer, Bank/ V.D.U. operator, not teller or customer service
5000	Officer, Bank/ NAI (about specific tasks)
5???	Officer, Bank/ except above: Code to Clerk
5301	Officer, Budget
3905	Officer, By-Laws
5601	Officer, Cable location
1503	Officer, Catering
3999	Officer, Chief Petty/ navy
6601	Officer, Child Care
5303	Officer, Claims/ <u>health insurance</u>
5???	Officer, Clerical/ Code to Clerk
5901	Officer, Collection
2999	Officer, Community Arts

Code	Title/ Task or <u>Industry</u> Response
3901	Officer, Community Development
2707	Officer, Computer Systems
6101	Officer, Corporate Finance
3911	Officer, Correctional/ <u>penal institution</u>
5601	Officer, Counter/ enquiry
3999	Officer, Credit
3999	Officer, Credit Control
2905	Officer, Curriculum Development
3911	Officer, Custodial
6401	Officer, Customer Service/ <u>bank</u>
3905	Officer, Customs/ examining cargo or baggage
5503	Officer, Customs/ preparing documents
5???	Officer, Customs/ except above: Code to Clerk
3905	Officer, Dairy Exports Standards
3905	Officer, Dairy Produce
5201	Officer, Data Processing
3305	Officer, Deck
6405	Officer, Despatch/ airlines
5503	Officer, Despatch/ except above
5999	Officer, Determining/ <u>social security or community welfare</u>
2???	Officer, Education/ teaching: Code to Teacher
2905	Officer, Education/ except above
2999	Officer, Electoral
2999	Officer, Electorate
2705	Officer, Employment
5601	Officer, Enquiry
2705	Officer, Equal Opportunity
1313	Officer, Executive/ APS; NAI (about specific tasks)
2???	Officer, Experimental: Code to Researcher
2107	Officer, Extension/ agriculture
2107	Officer, Field/ <u>agriculture not inspecting</u>
3905	Officer, Field/ inspecting
3905	Officer, Field/ social security
????	Officer, Field/ except above: Disregard Title
6101	Officer, Finance
7211	Officer, Fire Prevention
1319	Officer, Fire/ commissioned
7211	Officer, Fire/ <u>firefighting</u>
8999	Officer, First Aid
3905	Officer, Fisheries
3303	Officer, Flight Service
????	Officer, Flying/ air force: Disregard Title
1313	Officer, Foreign Affairs/ class 3 or 4
5???	Officer, Foreign Affairs/ except above: Code to Clerk
2903	Officer, Guidance
2301	Officer, House/ medical
3901	Officer, Housing/ finding low income housing

Code	Title/ Task or Industry Response
2799	Officer, Industrial
2799	Officer, Industrial Relations
5601	Officer, Inquiry
6103	Officer, Insurance
2999	Officer, Intelligence
3905	Officer, Land Management/ vermin or weed control
2605	Officer, Legal
2905	Officer, Liaison/ home-school
3999	Officer, Library
3905	Officer, Licence Testing
4311	Officer, Lines/ Telecom
3999	Officer, Loans
5605	Officer, Mail/ delivery
5403	Officer, Mail/ sorting
5909	Officer, Mail/ except above
2703	Officer, Marketing
5303	Officer, Marketing/ stockbroking
3905	Officer, Meatworks Standards
2703	Officer, Media
2301	Officer, Medical
3901	Officer, Migrant Information
1201	Officer, Naval/ Admiral or Commodore
1319	Officer, Naval/ Captain or Commander; managerial tasks specified
????	Officer, Naval/ Captain or Commander; except above: Disregard Title
1319	Officer, Naval/ Lieutenant, managerial tasks specified
????	Officer, Naval/ Lieutenant; except above: Disregard Title
????	Officer, Naval/ no rank specified: Disregard Title
????	Officer, Naval/ Sub lieutenant: Disregard Title
3305	Officer, Navigation/ ship
3401	Officer, Nursing/ defence forces
5999	Officer, Parking
3901	Officer, Parole
6405	Officer, Passenger Services
3905	Officer, Patrol/ gas, electricity or water except security
8911	Officer, Patrol/ security
5301	Officer, Pay
2705	Officer, Personnel
????	Officer, Petty/ navy: Disregard Title
3301	Officer, Pilot/ air force, flying aircraft
????	Officer, Pilot/ air force; except above: Disregard Title
3103	Officer, Police/ ballistics
1319	Officer, Police/ commissioned
1201	Officer, Police/ commissioner
4999	Officer, Police/ diver
3103	Officer, Police/ examining fingerprints
1319	Officer, Police/ inspector
2803	Officer, Police/ photographer

Code Title/ Task or Industry Response

3301	Officer, Police/ pilot
2605	Officer, Police/ prosecutor
1319	Officer, Police/ superintendent
3501	Officer, Police/ except above
5605	Officer, Postal/ delivery
5403	Officer, Postal/ sorting
5909	Officer, Postal/ except above
2703	Officer, Press
3911	Officer, Prison
3901	Officer, Probation
3913	Officer, Procurement
57??	Officer, Project/ APS: Code to Clerk
2703	Officer, Promotions
8911	Officer, Protective Service
2703	Officer, Public Relations
2703	Officer, Publications
2703	Officer, Publicity
3913	Officer, Purchasing
3905	Officer, Quality Assurance/ <u>armaments</u>
3905	Officer, Quarantine
5503	Officer, Radio/ vehicle contact
8911	Officer, Railway Patrol
2999	Officer, Recreation
2705	Officer, Recruitment
2???	Officer, Research: Code to Researcher
6405	Officer, Reservations/ ticketing
3901	Officer, Residential Care
6103	Officer, Retirement Planning/ selling insurance
1601	Officer, Returning/ electoral
3999	Officer, Rural/ banking
3905	Officer, Safety
5301	Officer, Salaries
2607	Officer, Salvation Army
2807	Officer, Scientific Liaison/ writing or editing
2???	Officer, Scientific: Code to Researcher
3305	Officer, Seaman/ navy
8911	Officer, Security
1311	Officer, Senior/ <u>grade A, B or C APS: computing section, branch or division</u>
1311	Officer, Senior/ <u>grade A, B or C APS: data processing section, branch or division</u>
1301	Officer, Senior/ <u>grade A, B or C APS: finance section, branch or division</u>
1309	Officer, Senior/ <u>grade A, B or C APS: personnel section, branch or division</u>
1313	Officer, Senior/ <u>grade A, B or C APS: policy development section, branch or division</u>
1399	Officer, Senior/ <u>grade A, B or C APS: research section, branch or division</u>
1313	Officer, Senior/ <u>grade A, B or C APS: NAI (about function of section, branch or div.)</u>
????	Officer, Senior/ <u>grade A, B or C APS: except above: Disregard Title</u>
5907	Officer, Settlement/ <u>real estate</u>
5301	Officer, Specifications/ <u>printing</u>

Code	Title/ Task or <u>Industry</u> Response
2705	Officer, Staff Development
3905	Officer, Standards/ exports
????	Officer, Station/ railway: Code to Assistant, Station
2909	Officer, Statistical
5505	Officer, Stores
1307	Officer, Supply/ defence forces
3913	Officer, Supply/ except above
2707	Officer, Systems Development/ <u>computing</u>
3905	Officer, Taxation Investigation
5999	Officer, Taxation/ assessing
3103	Officer, Technical/ agricultural
3299	Officer, Technical/ airframe
3207	Officer, Technical/ architectural
3103	Officer, Technical/ biology
3103	Officer, Technical/ botany
3207	Officer, Technical/ buildings
3207	Officer, Technical/ cartography
3299	Officer, Technical/ chemical engineering
3103	Officer, Technical/ chemistry
3203	Officer, Technical/ civil engineering
3201	Officer, Technical/ communications
3201	Officer, Technical/ computing
3203	Officer, Technical/ construction except buildings
????	Officer, Technical/ drafting: Code to Draftsperson
3201	Officer, Technical/ electrical
3201	Officer, Technical/ electronic
3103	Officer, Technical/ fisheries
3103	Officer, Technical/ forestry
3103	Officer, Technical/ geology
3103	Officer, Technical/ geophysical
3103	Officer, Technical/ horticulture
3205	Officer, Technical/ mechanical engineering
3101	Officer, Technical/ medical
3103	Officer, Technical/ meteorological
3299	Officer, Technical/ mining
3103	Officer, Technical/ physics
3103	Officer, Technical/ science
3207	Officer, Technical/ surveying
3201	Officer, Technical/ <u>Telecom</u>
3103	Officer, Technical/ textiles
3103	Officer, Technical/ veterinary
3299	Officer, Technical/ welding
3103	Officer, Technical/ zoology
3000	Officer, Technical/ NAI (about field of work)
5503	Officer, Timetable
2705	Officer, Training
5907	Officer, Trustee

Code Title/ Task or Industry Response

2323	Officer, Veterinary
3999	Officer, Warrant/ <u>defence forces</u>
7399	Officer, Water/ <u>irrigation</u>
8999	Officer, Welfare/ <u>animal</u>
3901	Officer, Welfare/ <u>except above</u>
3905	Officer, Wildlife
2799	Officer, Work Study
3901	Officer, Youth
????	Official, <u>Trade Union</u> / managerial tasks: Code to Manager
2799	Official, <u>Trade Union</u> <u>except above</u>
8415	Offsider, Driller's
8999	Offsider, Milkman's
8909	Offsider, Truck Driver's
8909	Offsider, Truckie's
8101	Oiler/ motor vehicles
1201	Ombudsman
2303	Oncologist
8199	Opener/ shellfish
5203	Operator, Accounting Machine
7305	Operator, Acetylene Plant
7305	Operator, Acid Plant
7399	Operator, Air Compressor
7303	Operator, Air Conditioning
3999	Operator, Air Surveillance/ <u>air force</u>
7317	Operator, Air Track
7399	Operator, Amalgamator/ <u>ore processing</u>
1599	Operator, Amusement Park
7299	Operator, APC
7299	Operator, Armoured Personnel Carrier
3903	Operator, Audio
7305	Operator, Autoclave/ <u>chemicals</u>
7431	Operator, Autoclave/ <u>food processing</u>
7201	Operator, Backhoe
7433	Operator, Baling Machine
7411	Operator, Batch Still/ <u>chemicals</u>
7399	Operator, Beater/ <u>papermaking</u>
7399	Operator, Bleacher/ <u>papermaking</u>
7425	Operator, Bleaching Machine/ <u>textiles</u>
7305	Operator, Blender/ <u>chemicals except explosives, oil or glue</u>
7411	Operator, Blender/ <u>explosives</u>
7431	Operator, Blender/ <u>food or beverages</u>
7411	Operator, Blender/ <u>glue</u>
7307	Operator, Blender/ <u>oil</u>

Code Title/ Task or Industry Response

5999	Operator, Blueprint Machine
7201	Operator, Bobcat
7303	Operator, Boiler/ <u>all industries other than power generation</u>
7301	Operator, Boiler/ <u>power generation</u>
7300	Operator, Boiler/ <u>NAI (about industry)</u>
7425	Operator, Bonding Machine/ <u>textiles</u>
4507	Operator, Bookfolder
7433	Operator, Bottling Machine
7431	Operator, Brewery Machine
7431	Operator, Brewhouse Machine
7419	Operator, Brick Cutting Machine
7419	Operator, Brickmaking Machine
7499	Operator, Brushmaking Machine
7201	Operator, Bulldozer
7101	Operator, Bus
7427	Operator, Buttoning Machine
7299	Operator, Cable Ferry
7313	Operator, Cablecar
5203	Operator, Calculator
7411	Operator, Calender/ <u>chemicals</u>
3903	Operator, Camera/ <u>television or motion picture</u>
7433	Operator, Can Filler and Closer
7399	Operator, Car Compactor
5201	Operator, Card Punch
7421	Operator, Carding Machine
7425	Operator, Carpet Making Machine
7415	Operator, Carton Machine
6403	Operator, Cash Register
7401	Operator, Casting Machine/ <u>metal</u>
7399	Operator, Cement Plant
7405	Operator, Chain Making Machine
8203	Operator, Chainsaw
7313	Operator, Chairlift
6403	Operator, Checkout
7305	Operator, Chemical Plant
7411	Operator, Chemical Production Machine
7413	Operator, Chipper/ <u>wood</u>
7399	Operator, Chlorination Plant/ <u>water treatment</u>
7419	Operator, Clay Products Machine
7105	Operator, Coal Hauler
7399	Operator, Coal Washery
7201	Operator, Coal-Cutting Machine
7415	Operator, Coating Machine/ <u>papermaking</u>
8103	Operator, Coil Winding Machine
7421	Operator, Combing Machine
3999	Operator, Communications/ <u>defence forces</u>
7207	Operator, Compactor/ <u>roadmaking</u>

Code	Title/ Task or <u>Industry</u> Response
5201	Operator, Computer
6405	Operator, Computer Tote
7105	Operator, Concrete Mixer
7419	Operator, Concrete Pipe Machine
7419	Operator, Concrete Products Machine
6403	Operator, Console/ <u>service station</u>
7399	Operator, Continuous Digester/ <u>papermaking</u>
7201	Operator, Continuous Miner
7401	Operator, Continuous Wire Machine
3903	Operator, Control Room/ <u>broadcasting</u>
7399	Operator, Control Room/ <u>coal preparation</u>
7309	Operator, Control Room/ <u>grain</u>
7309	Operator, Control Room/ <u>ore handling</u>
7399	Operator, Control Room/ <u>ore processing</u>
7301	Operator, Control Room/ <u>power generation</u>
8911	Operator, Control Room/ <u>security</u>
7309	Operator, Control Room/ <u>tank farm</u>
7309	Operator, Conveyor Belt
7435	Operator, Copy Camera
7421	Operator, Cotton Gin
7209	Operator, Cotton Picking Machine
7311	Operator, Crane
7315	Operator, Crematorium
7399	Operator, Crusher/ <u>ore</u>
7407	Operator, Crusher/ <u>plastics</u>
7399	Operator, Crusher/ <u>stone or clay</u>
7431	Operator, Crusher/ <u>sugar cane</u>
7405	Operator, Cutter/ <u>metal</u>
7415	Operator, Cutter/ <u>paper</u>
7425	Operator, Cutter/ <u>textiles</u>
7399	Operator, Dam Gates
7435	Operator, Darkroom
5201	Operator, Data Entry
5201	Operator, Data Preparation
5201	Operator, Data Processing
5201	Operator, Data Transceiver
7413	Operator, Debarker
7431	Operator, Defeatherer
7433	Operator, Depalletiser
7201	Operator, Drag Line
3305	Operator, Dredge/ boat
7201	Operator, Dredge/ except above
7317	Operator, Drill/ <u>mining</u>
7431	Operator, Dryer/ <u>food processing</u>
7423	Operator, Dryer/ <u>leather</u>
7415	Operator, Dryer/ <u>papermaking</u>
7425	Operator, Dryer/ <u>textiles</u>

Code	Title/ Task or <u>Industry</u> Response
3903	Operator, Dubbing
3903	Operator, Dubbing Machine
7309	Operator, Dumper/ car
5499	Operator, Duplicating Machine
7425	Operator, Dyeing Machine
7201	Operator, Earthmoving Equipment
8205	Operator, Edging Machine/ lawns
7301	Operator, Electrical/ <u>power generation</u>
7399	Operator, Electrolytic Cell
5201	Operator, Electronic Data Processing
5999	Operator, Embossing Machine
7435	Operator, Enlarger/ photographic
7431	Operator, Evaporator/ <u>dairy products</u>
7431	Operator, Eviscerator
7201	Operator, Excavator
7419	Operator, Extruding Machine/ <u>clay</u>
7407	Operator, Extruding Machine/ coating or sheathing wire or cable
7431	Operator, Extruding Machine/ <u>foods</u>
7401	Operator, Extruding Machine/ <u>metal</u>
7407	Operator, Extruding Machine/ <u>plastics, not wire or cable</u>
7407	Operator, Extruding Machine/ powder coating
7409	Operator, Extruding Machine/ <u>rubber, not wire or cable</u>
5201	Operator, Facsimile
1599	Operator, Fairground
7209	Operator, Farm Machinery/ NAI (about type of machinery)
????	Operator, Fast Food. Code to Manager, Fast Food
7305	Operator, Fermentation/ <u>chemicals</u>
3305	Operator, Ferry/ not cable ferry
7307	Operator, Field/ <u>oil or gas</u>
7435	Operator, Film Processing Machine
7411	Operator, Filter/ <u>chemicals</u>
7399	Operator, Filter/ <u>mineral ore</u>
7399	Operator, Filter/ <u>water treatment</u>
7423	Operator, Finishing Machine/ <u>leather</u>
7425	Operator, Finishing Machine/ <u>textiles</u>
7431	Operator, Fish Processing Machine
7423	Operator, Fleshing Machine/ <u>leather</u>
7399	Operator, Flotation
7499	Operator, Folding Machine/ <u>laundry</u>
7433	Operator, Food Processing Machine/ packaging
7431	Operator, Food Processing Machine/ except above
7405	Operator, Forge
7405	Operator, Forging Machine
7203	Operator, Forklift
7399	Operator, Forming Line/ <u>wood</u>
7205	Operator, Forwarder/ <u>logging</u>
7201	Operator, Front End Loader

Code Title/ Task or Industry Response

6403 Operator, Front End/ supervising checkouts
7431 Operator, Fruit Juicer
7431 Operator, Fruit Processing Machine
7417 Operator, Furnace/ glass
7315 Operator, Furnace/ except above
7427 Operator, Garment Making Machine
7421 Operator, Gill Box
7417 Operator, Glass Melt
7417 Operator, Glass Processing Machine
7201 Operator, Grader
7309 Operator, Grain Terminal
7411 Operator, Granulator Machine/ chemicals
7399 Operator, Grinder/ papermaking
7399 Operator, Grinding Mill
4507 Operator, Guillotine/ bookbinding or printing
4203 Operator, Guillotine/ metal
7413 Operator, Guillotine/ wood
7209 Operator, Harvester
7209 Operator, Header/ farming
7313 Operator, Hoist
3305 Operator, Hovercraft
7315 Operator, Humidifier/ wood
7399 Operator, Hydraulic Fill
7423 Operator, Hydro Extracting Machine/ tannery
7301 Operator, Hydro-electric Station
3305 Operator, Hydrofoil
7399 Operator, In Feed/ wood
8499 Operator, Jackhammer
7431 Operator, Juice Machine/ fruit or vegetables
7431 Operator, Juicer/ fruit or vegetables
7317 Operator, Jumbo
7411 Operator, Kettle/ chemicals
5201 Operator, Key Punch
5201 Operator, Key To Disc
5201 Operator, Keyboard
7315 Operator, Kiln
7409 Operator, Knitting Machine/ rubber
7425 Operator, Knitting Machine/ except above
7433 Operator, Labelling Machine
7407 Operator, Laminating Machine/ plastic
7417 Operator, Laminating/ glass
7413 Operator, Laminator/ hardboard, particleboard or chipboard
8203 Operator, Landing/ logging
7429 Operator, Lasting Machine/ shoemaking
4103 Operator, Lathe/ metal
4901 Operator, Lathe/ wood
7499 Operator, Laundry Machine

Code	Title/ Task or <u>Industry</u> Response
5203	Operator, Ledger Machine
7313	Operator, Lift
4501	Operator, Linotype
7305	Operator, Liquid Gas Plant
7201	Operator, Loader/ <u>diesel</u>
7201	Operator, Loader/ <u>front end</u>
7309	Operator, Loader/ <u>ship</u>
7309	Operator, Loader/ <u>train</u>
7201	Operator, Loader/ except above
7205	Operator, Log Loading Machine
7425	Operator, Loom
8101	Operator, Lube
7000	Operator, Machine/ NAI (about type of machine)
????	Operator, Machine/ except above: Code to Operator
7305	Operator, Make Up Plant/ <u>chemicals</u>
7431	Operator, <u>Meat Processing Machine</u>
7399	Operator, Mechanical Stripper/ <u>mineral ore</u>
5201	Operator, Micro Computer
5201	Operator, Microfilm
3903	Operator, Microphone Boom
7431	Operator, Milk Treating Machine
7399	Operator, Mill/ <u>mineral ore</u>
7409	Operator, Mill/ <u>rubber</u>
7431	Operator, Milling Machine/ <u>field crops</u>
4103	Operator, Milling Machine/ <u>metal</u>
7431	Operator, Mincer/ <u>food processing</u>
7201	Operator, Miner
7201	Operator, Mining Plant/ excavation
7305	Operator, Mixer/ <u>chemicals except explosives, glue or oil</u>
7411	Operator, Mixer/ <u>explosives</u>
7431	Operator, Mixer/ <u>foodstuffs</u>
7411	Operator, Mixer/ <u>glue</u>
7307	Operator, Mixer/ <u>oil</u>
6101	Operator, <u>Money Market</u>
7419	Operator, Moulding Machine/ <u>cement products</u>
7401	Operator, Moulding Machine/ <u>metal</u>
7407	Operator, Moulding Machine/ <u>plastics</u>
7409	Operator, Moulding Machine/ <u>rubber</u>
7413	Operator, Moulding Machine/ <u>wood</u>
7399	Operator, Oilseed Processing
7399	Operator, Ore Treatment
7299	Operator, Overhead Tower Wagon
7427	Operator, Overlocker
7433	Operator, Packaging Machine
7433	Operator, Palletiser
4901	Operator, Panel Saw
7415	Operator Paper Machine/ <u>making paper or paper products</u>

Code	Title/ Task or <u>Industry</u> Response
7431	Operator, Pasteuriser/ <u>foodstuffs</u>
7207	Operator, Paver/ concrete or bitumen
7207	Operator, Paving Plant
8999	Operator, <u>Pest Control</u>
7307	Operator, Petroleum Processing Plant
5603	Operator, Phonogram
5499	Operator, Photocopying Machine
7435	Operator, Photographic Laboratory
7309	Operator, Plant/ <u>bulk material handling</u>
7399	Operator, Plant/ <u>cement production</u>
7305	Operator, Plant/ <u>chemical</u>
7399	Operator, Plant/ concrete batching or production
7317	Operator, Plant/ drilling
7303	Operator, Plant/ <u>engine or boiler except power generation</u>
7201	Operator, Plant/ excavating or <u>earthmoving</u>
7315	Operator, Plant/ furnace or kiln
7307	Operator, Plant/ <u>grease manufacturing</u>
7315	Operator, Plant/ incinerator
7201	Operator, Plant/ landscaping
7205	Operator, Plant/ <u>logging</u>
7201	Operator, Plant/ making fire trails
7209	Operator, Plant/ mowing lawns
7399	Operator, Plant/ <u>ore treating</u>
7399	Operator, Plant/ <u>paper pulp preparation</u>
7207	Operator, Plant/ <u>paving or surfacing</u>
7307	Operator, Plant/ <u>petroleum or gas except drilling</u>
7301	Operator, Plant/ <u>power generation</u>
7207	Operator, Plant/ <u>road except excavating or earthmoving</u>
7399	Operator, Plant/ <u>sewage treatment</u>
7399	Operator, Plant/ <u>water treatment</u>
7000	Operator, Plant/ NAI (about <u>type of plant or industry</u>)
7???	Operator, Plant/ except above: Code to Operator
7407	Operator, <u>Plastics Machine</u>
7407	Operator, <u>Plastics Machine/ foam or cellular plastic</u>
7419	Operator, Polisher/ <u>marble</u>
7419	Operator, Polisher/ <u>stone except gemstone</u>
7315	Operator, Pot/ <u>aluminium smelter or refinery</u>
7301	Operator, <u>Power Plant</u>
7399	Operator, Precipitator/ <u>ore processing</u>
7499	Operator, Press/ <u>carpet</u>
7419	Operator, Press/ <u>clay</u>
7431	Operator, Press/ <u>food</u>
7399	Operator, Press/ <u>hardboard</u>
7403	Operator, Press/ <u>metal except extrusion</u>
7401	Operator, Press/ <u>metal extrusion</u>
7415	Operator, Press/ <u>paper</u>
7399	Operator, Press/ <u>particle board or chipboard</u>

Code Title/ Task or Industry Response

7407	Operator, Press/ <u>plastics</u>
7409	Operator, Press/ <u>rubber</u>
7429	Operator, Press/ <u>shoemaking</u>
7413	Operator, Press/ <u>wood except hardboard, particle board or chipboard</u>
7400	Operator, Press/ <u>NAI (about tasks or type of press)</u>
7435	Operator, Printer/ <u>photographic</u>
4505	Operator, <u>Printing Machine</u>
7401	Operator, Process/ <u>pouring or casting metal</u>
7307	Operator, Production/ <u>oil or gas</u>
7399	Operator, Pump/ <u>concrete</u>
7307	Operator, Pump/ <u>petroleum</u>
5201	Operator, Punch Card
3999	Operator, Radar/ <u>army</u>
3903	Operator, Radio/ <u>broadcasting</u>
5503	Operator, Radio/ <u>taxi or emergency services</u>
3999	Operator, Radio/ <u>except above</u>
7309	Operator, Reclaimer
7305	Operator, Recovery Plant/ <u>chemical</u>
7399	Operator, Refiner/ <u>papermaking</u>
7399	Operator, Refinery/ <u>metal</u> ; electrolytic refining except aluminium
7315	Operator, Refinery/ <u>metal</u> ; <u>except above</u>
7307	Operator, Refinery/ <u>petroleum</u>
7303	Operator, Refrigeration Plant
7413	Operator, Resaw
7431	Operator, Retort/ <u>food processing</u>
7415	Operator, Rewinder/ <u>paper</u>
7413	Operator, Ripsaw
7405	Operator, Riveting Machine
7201	Operator, Road Plant/ <u>earthmoving or excavating</u>
7207	Operator, Road Plant/ <u>except above</u>
7299	Operator, Road Sweeper
7207	Operator, Roadroller
7409	Operator, Roller Grinder/ <u>rubber</u>
7207	Operator, Roller/ <u>road paving</u>
7431	Operator, Rolling Mill/ <u>flour</u>
7399	Operator, Rolling Mill/ <u>metals</u>
7425	Operator, Rope Making Machine
7209	Operator, Rotary Hoe
7409	Operator, Rubber Mill
7409	Operator, <u>Rubber Products Machine</u>
7423	Operator, Sammying Machine
7413	Operator, Sanding Machine
7419	Operator, Saw/ <u>stone</u>
4901	Operator, Saw/ <u>wood</u> ; operating panel saw
7413	Operator, Saw/ <u>wood</u> ; <u>except above</u>
7435	Operator, Scanner/ <u>photographic</u>
7421	Operator, Scouring Machine/ <u>textiles</u>

Code	Title/ Task or Industry Response
7201	Operator, Scraper/ <u>earthmoving</u>
7399	Operator, Screener/ <u>mineral ore</u>
7399	Operator, Screener/ <u>papermaking</u>
8911	Operator, Security Control
7399	Operator, Separator/ <u>mineral ore</u>
7399	Operator, Sewage Plant
7427	Operator, Sewing Machine/ <u>clothing except shoes</u>
4917	Operator, Sewing Machine/ <u>leather or canvas except clothing</u>
7429	Operator, Sewing Machine/ <u>shoe</u>
7427	Operator, Sewing Machine/ <u>soft fabrics or furnishings</u>
7427	Operator, Sewing Machine/ <u>NAI (about type of material)</u>
7429	Operator, Shoemaking Machine
7201	Operator, Shovel
3999	Operator, Signals/ <u>defence forces</u>
7309	Operator, Silo
7425	Operator, Sizing Machine/ <u>textiles</u>
7205	Operator, Skidder
7415	Operator, Slitting Machine/ <u>paper</u>
7431	Operator, Smallgoods Processing
7431	Operator, Smokehouse
????	Operator, Snack Bar/ Code to Manager, Shop
7317	Operator, Snubbing Unit
7411	Operator, Solutions Machine/ <u>chemicals</u>
7399	Operator, Solutions Machine/ <u>mineral ore</u>
3999	Operator, Sonar/ <u>navy</u>
3903	Operator, Sound Recording
7421	Operator, Spinning Machine
7413	Operator, Splicing Machine/ <u>wood</u>
7431	Operator, Spray Dryer/ <u>dairy products</u>
7207	Operator, Sprayer/ <u>road paving</u>
7207	Operator, Spreader/ <u>road paving</u>
7405	Operator, Spring Making Machine
7309	Operator, Stacker
7423	Operator, Staking Machine
6101	Operator, Stock Exchange
7203	Operator, Straddle Carrier
7433	Operator, Strapping Machine
7299	Operator, Streetsweeper
7405	Operator, Stretcher/ <u>metal</u>
7431	Operator, Sugar Processing Machine
7415	Operator, Supercalender/ <u>papermaking</u>
7399	Operator, Surface Hydraulic Fill
5603	Operator, Switchboard
1599	Operator, T.A.B / supervising staff, administration
6405	Operator, T.A.B / taking bets
1599	Operator, T.A.B / NAI (about specific tasks)
7411	Operator, Tablet Making Machine

Code	Title/ Task or <u>Industry</u> Response
7309	Operator, Tank Farm
7423	Operator, Tannery
7103	Operator, Taxi
7105	Operator, Taxi Truck
6501	Operator, Telephone/ canvassing
6405	Operator, Telephone/ taking bets
5603	Operator, Telephone/ telephonist
5603	Operator, Telephone/ NAI (about specific tasks)
3903	Operator, Television Camera
5201	Operator, Telex
7400	Operator, Textile Machine/ NAI (about type of machine)
7425	Operator, Textile Processing Machine
7407	Operator, Thermofforming Machine
7399	Operator, Thickener/ <u>mineral ore</u>
7399	Operator, Timber Treatment Plant
7499	Operator, Tobacco Processing Machine
7307	Operator, Torque-turn Computer
1599	Operator, Tote/ supervising staff, administration
6405	Operator, Tote/ taking bets
1599	Operator, Tote/ NAI (about specific tasks)
7417	Operator, Toughening/ glass
6507	Operator, Tour
7299	Operator, Track Laying Plant
7299	Operator, Track Repairing Plant
7209	Operator, Tractor
6101	Operator, Trading Floor/ <u>stockbroking</u>
7105	Operator, Transport/ driving truck
1601	Operator, Transport/ supervising staff, administration
1601	Operator, Transport/ NAI (about specific tasks)
7205	Operator, Tree Faller
7201	Operator, Trench Digger
7201	Operator, Trench Machine
7413	Operator, Trim Saw
7203	Operator, Truck/ forklift
7105	Operator, Truck/ <u>road transport</u>
7201	Operator, Truck/ underground
7105	Operator, Truck/ <u>NAI (about type of truck)</u>
7425	Operator, Tufting Machine
7307	Operator, Turbine/ <u>petroleum refining</u>
7301	Operator, Turbine/ <u>power generation</u>
7421	Operator, Twisting Machine/ <u>textiles</u>
5201	Operator, VDU/ data processing
5105	Operator, VDU/ word processing
5201	Operator, VDU/ NAI (about type of equipment)
7431	Operator, Vegetable Juicer
7431	Operator, Vegetable Processing Machine
7413	Operator, Veneer Trimmer

Code	Title/ Task or <u>Industry</u> Response
7499	Operator, Venetian Blind Machine
7399	Operator, Vibrator/ <u>ore processing</u>
7299	Operator, Vibroseis
3903	Operator, Video/ TV or film
5201	Operator, Visual Display Unit/ data processing
5205	Operator, Visual Display Unit/ word processing
5201	Operator, Visual Display Unit/ NAI (about about type of equipment)
7425	Operator, Warp Machine
7399	Operator, Wash Plant
7399	Operator, Water Service
7399	Operator, Water Treatment Plant
7399	Operator, Weighbridge
4205	Operator, Welder
7313	Operator, Winch
7415	Operator, Winder/ <u>papermaking</u>
7421	Operator, Winding/ <u>textiles</u>
7401	Operator, Wire Drawing Machine
7413	Operator, Wood Processing Machine
7421	Operator, Wool Scouring
7423	Operator, Woolpulling Machine
5105	Operator, Word Processor
5499	Operator, Xerox Machine
7421	Operator, <u>Yarn Machine</u>
2303	Ophthalmologist
4999	Optician/ dispensing
2311	Optician/ testing or prescribing
2311	Optometrist
1401	Orchardist
5907	Orderly, Court
8921	Orderly/ <u>medical</u>
5505	Orderman, Timber
1303	Organiser, Campaign/ advertising or political
6301	Organiser, Canteen/ <u>school</u>
2799	Organiser, Union
2815	Organist
2107	Ornithologist
2305	Orthodontist
2399	Orthoptist
2399	Ortholite
2317	Osteopath

Code Title/ Task or Industry Response

2303 Otorhinolaryngologist
7427 Overlocker
8201 Overseer, Farm
???? Overseer: Disregard Title
7101 Owner + Driver/ bus
7103 Owner + Driver/ car
7103 Owner + Driver/ taxi except truck
7105 Owner + Driver/ truck
???? Owner, Flat: Code to Landlord
???? Owner: Code to Manager

Code	Title/ Task or <u>Industry</u> Response
8909	Packer, Furniture
7433	Packer, Meat/ operating packing machine
8105	Packer, Meat/ except above
8907	Packer, Night
8907	Packer, Shelf
8105	Packer/ <u>factory</u>
7433	Packer/ operating packing machine
8907	Packer/ <u>supermarket</u> ; loading or unloading
8105	Packer/ <u>supermarket</u> ; wrapping goods
8105	Packer/ NAI (about type of packing)
2303	Paediatrician
2305	Paedodontist
8903	Page, Hotel
4405	Painter + Decorator
4405	Painter, Bridge
4605	Painter, Coach
4405	Painter, House
4600	Painter, Spray + Panelbeater
8107	Painter, Spray/ <u>manufacturing</u>
4405	Painter, Spray/ <u>painting buildings</u>
4605	Painter, Spray/ <u>vehicle repair</u>
2801	Painter/ artist
4405	Painter/ buildings
4605	Painter/ vehicle repair
4405	Painter/ NAI (about type of painting)
2103	Palaeontologist
7433	Palletiser
4603	Panelbeater
4600	Panelbeater + Mechanic
4600	Panelbeater + Spraypainter
8919	Pantrymaid
8999	Paperboy/ delivering newspapers
6501	Paperboy/ selling newspapers
6501	Paperboy/ NAI (about specific tasks)
4405	Paperhanger
3909	Paramedic, Ambulance
2107	Parasitologist
6601	Parent, Cottage
6601	Parent, Hostel
6601	Parent, House

Code Title/ Task or Industry Response

1101 Parliamentarian
???? Partner: Code to Manager
2607 Pastor
1401 Pastoralist
4703 Pastrycook
2305 Pathologist, Oral
2107 Pathologist, Plant
2315 Pathologist, Speech
2107 Pathologist, Veterinary
2107 Pathologist/ animal
2303 Pathologist/ medical or clinical
2303 Pathologist/ except above
3905 Patrolman/ gas, electricity or water except security
8415 Patrolman/ mine
8413 Patrolman/ railway except security
8409 Patrolman/ repairing roads
4601 Patrolman/ road service of vehicles
8911 Patrolman/ security
4203 Patternmaker/ cutting, shaping or joining metal
4207 Patternmaker/ metal casting
4203 Patternmaker/ sheet metal
4911 Patternmaker/ textiles
4203 Patternmaker/ vehicle
4401 Patternmaker/ wood
4403 Paver/ brick
8403 Paver/ concrete
4413 Paver/ slate or tile
6301 Pawnbroker/ selling or serving
1501 Pawnbroker/ supervising staff, administration
1501 Pawnbroker/ NAI (about specific tasks)
5301 Paymaster
5301 Paymistress
6699 Pedicurist
8199 Peeler, Prawn
8411 Pegman
2305 Periodontist
5101 Person Friday
6503 Person, Bar

Code	Title/ Task or <u>Industry</u> Response
3903	Person, Continuity
4803	Person, Grounds
8999	Person, Handy
8999	Person, Odd Job
6???	Person, Sales: Code to Salesperson
3903	Person, Sound Effects
3903	Person, Special Effects
2103	Petrologist
2307	Pharmacist
2109	Pharmacologist/ medical research
2303	Pharmacologist/ treating patients
2107	Pharmacologist/ except above
????	Philatelist: Code to Manager, Shop
????	Phlebotomist: Code to Venipuncturist
5499	Photocopier
4503	Photoengraver
3207	Photogrammetrist
2803	Photographer
4503	Photolithographer
7435	Photoprocessor
4501	Photosetter
7435	Phototechnician
4501	Phototypesetter
2303	Physician, Consultant
2301	Physician/ general practice
2105	Physicist
2199	Physicist, Atmospheric
2109	Physicist, Medical
2107	Physiologist
2313	Physiotherapist
2815	Pianist
8201	Picker, <u>Flower</u>
8201	Picker, <u>Fruit</u>
8415	Picker, <u>Rock/ mining</u>
8201	Picker, <u>Vegetable</u>

Code Title/ Task or Industry Response

7431 Pickler, Meat
6699 Piercer, Ear
3301 Pilot
3305 Pilot, Marine
3305 Pilot, Ship's
7499 Pioneer, Assault/ army
8999 Pitman/ tram maintenance
3299 Planner, Production/ engineering
2999 Planner, Recreation
2601 Planner, Social
2805 Planner, Space
2907 Planner, Town
2907 Planner, Urban
8203 Planter, Tree
4407 Plasterer
8413 Platelayer
4503 Platemaker/ printing industry
4923 Plater, Silver
4209 Plater/ metal except silver
7313 Platman
2815 Player/ musical instrument
3915 Player/ sport
2809 Playwright
2205 Plotter, Air Photo/ defence forces
3999 Plotter, Radar/ navy
4409 Plumber
4409 Plumber + Drainer
4409 Plumber + Gasfitter
2319 Podiatrist
2809 Poet
???? Policeman: Code to Officer, Police
4905 Polisher, French
4905 Polisher, Furniture
4923 Polisher, Jewellery
4999 Polisher, Lens
4923 Polisher, Metal/ precious metal
4209 Polisher, Metal/ except above

Code	Title/ Task or <u>Industry</u> Response
4923	Polisher, Silverware
4923	Polisher/ gem stones
7419	Polisher/ <u>marble</u>
7419	Polisher/ <u>stone except gemstone</u>
4905	Polisher/ timber
8921	Porter + Cleaner/ <u>hospital except kitchen</u>
8919	Porter + Cleaner/ <u>kitchen</u>
8903	Porter, Head/ <u>hotel</u>
8921	Porter/ <u>hospital except kitchen</u>
8903	Porter/ <u>hotel except kitchen</u>
8919	Porter/ <u>kitchen or restaurant</u>
8903	Porter/ <u>luggage</u>
????	Porter/ <u>railway</u> : Code to Assistant, Station
8903	Porter/ <u>NAI</u> (about tasks or industry)
5605	Postman
1599	Postmaster
1599	Postmistress
4925	Potter
7401	Pourer, Metal
4909	Powderman/ <u>mining</u>
2305	Practitioner, Dental
2301	Practitioner, General/ <u>medical</u>
2605	Practitioner, Legal
2301	Practitioner, Medical/ <u>general</u>
2303	Practitioner, Medical/ <u>specialist or consultant</u>
8103	Prefabricator/ <u>assembling</u>
1101	Premier
4503	Preparer, Cylinder/ <u>printing industry</u>
8919	Preparer, Food
4503	Preparer, Image/ <u>printing industry</u>
7413	Preparer, Log
4503	Preparer, Plate/ <u>printing industry</u>
8999	Preparer, Sample
4511	Preparer, Stencil/ <u>screen printing</u>
2819	Presenter, Sports
1???	President: Code to Manager
4507	Presser/ <u>bookbinding</u>
8917	Presser/ <u>clothing</u>
7413	Presser/ <u>veneer</u>

Code Title/ Task or Industry Response

8201 Presser/ wool: farm
8917 Presser/ NAI (about specific tasks)

2607 Priest

1317 Principal/ school

7435 Printer, Film
4505 Printer, Flexographic
4503 Printer, Gravure
4505 Printer, Label
4505 Printer, Letterpress
4501 Printer, Linotype
4505 Printer, Lithographic
4505 Printer, Offset
4503 Printer, Plate
4511 Printer, Screen
4511 Printer, Textile

6301 Printer/ photograph; selling or serving
7435 Printer/ photograph; except above
4505 Printer/ NAI (about type of printing)

2801 Printmaker

???? Private/ army: Disregard Title

5201 Processor, Data
7435 Processor, Film
7433 Processor, Fish/ operating machine; packaging machine
7431 Processor, Fish/ operating machine; except above
8199 Processor, Fish/ except above
7433 Processor, Food/ operating machine; packaging machine
7431 Processor, Food/ operating machine; except above
8199 Processor, Food/ except above
5105 Processor, Word

1401 Producer, Beef
1401 Producer, Egg
1305 Producer, Executive/ media
1305 Producer, Film
1401 Producer, Grain
1401 Producer, Livestock
1401 Producer, Primary
2811 Producer, Radio
2811 Producer, Technical/ television, film or stage
1305 Producer, Television
1305 Producer, TV

3915 Professional, Golf

2501 Professor

Code Title/ Task or Industry Response

2707 Programmer
2707 Programmer + Analyst
4999 Projectionist/ cinema
8107 Proofer, Rust/ vehicles
4503 Proofer/ printing
4801 Propagator, Plant
7101 Proprietor, Bus/ driving
1601 Proprietor, Bus/ supervising staff, administration
1601 Proprietor, Bus/ NAI (about specific tasks)
???? Proprietor, Mixed Business: Code to Manager, Shop
7103 Proprietor, Taxi
7105 Proprietor, Taxi Truck
???? Proprietor: Code to Manager
2605 Prosecutor
8415 Prospector
2399 Prosthetist
4999 Prosthetist, Dental
2305 Prosthodontist
6699 Prostitute
6601 Provider, Care/ child
6601 Provider, Family Day Care
8201 Pruner
2303 Psychiatrist
2903 Psychologist
1505 Publican/ supervising staff, administration
6503 Publican/ tending bar
1505 Publican/ NAI (about specific tasks)
1201 Publisher
8199 Puller-Out
2817 Puppeteer
6609 Purser/ aircraft
3999 Purser/ ship
4999 Pyrotechnician

Code Title/ Task or Industry Response

3913 Quartermaster/ ship

Code Title/ Task or Industry Response

2607	Rabbi
2321	Radiographer/ <u>medical</u>
2321	Radiographer/ <u>NAI (about tasks or industry)</u>
3299	Radiographer/ <u>except above</u>
2303	Radiologist
3999	Ranger
5999	Reader, Meter
2819	Reader, News
5999	Reader, Proof
2607	Reader, Synagogue
6699	Reader, Tarot
2501	Reader/ <u>university</u>
8401	Reblocker/ <u>house</u>
5601	Receptionist
5601	Receptionist + Secretary
5601	Receptionist + Telephonist
5601	Receptionist + Typist
3903	Recorder, Sound
8411	Recorder, Survey/ <u>defence forces</u>
3903	Recorder, Video
5501	Recorder/ <u>steel mill</u>
3903	Recordist, Sound
2607	Rector
3915	Referee
2303	Refractionist/ <u>specialist medical</u>
7307	Refueller, Aircraft
2999	Registrar/ <u>court</u>
2999	Registrar/ <u>industrial tribunal</u>
2301	Registrar/ <u>medical</u>
2999	Registrar/ <u>museum</u>
1399	Registrar/ <u>university, CAE or TAFE</u>
3915	Reinsman
7105	Removalist/ <u>furniture</u>
7105	Removalist/ <u>house or building</u>
7105	Remover, Rubbish/ <u>driving truck</u>
8905	Remover, Rubbish/ <u>except above</u>
4407	Renderer, Cement

Code	Title/ Task or <u>Industry</u> Response
????	Renovator, House: Code to Builder
4103	Repairer, Air Compressor
4203	Repairer, Air Conditioning/ repairing ducting
4307	Repairer, Air Conditioning/ repairing plant
8999	Repairer, Bicycle
4907	Repairer, Boat
4603	Repairer, Body/ <u>vehicle</u>
4213	Repairer, Camera
4213	Repairer, Clock
4409	Repairer, Gas Main
4213	Repairer, Instrument/ <u>meters and gauges</u>
4925	Repairer, Instrument/ <u>musical</u>
4923	Repairer, Jewellery
4925	Repairer, Piano
8923	Repairer, Radiator/ vehicles
4313	Repairer, Radio
4213	Repairer, Saw
4915	Repairer, Shoe
4313	Repairer, Television
8923	Repairer, Tyre
4313	Repairer, Video
4303	Repairer, Washing Machine
4213	Repairer, Watch
4315	Repairer/ cash register
4315	Repairer/ computers
4315	Repairer/ electronic office machines
4103	Repairer/ machine tools
4103	Repairer/ mechanical plant except vehicles
4601	Repairer/ <u>motor vehicles</u>
7413	Repairer/ plywood or veneer
4303	Repairer/ power tools
7299	Repairer/ <u>railway line or tramline</u> : operating machine
8413	Repairer/ <u>railway line or tramline</u> : except above
2807	Reporter
2807	Reporter, Court/ <u>news media</u>
5101	Reporter, Court/ except above
5101	Reporter, Hansard
6201	Representative, Advertising
6501	Representative, <u>Amway</u>
6501	Representative, <u>Avon</u>
6501	Representative, <u>Bessemer</u>
5503	Representative, Circulation
6000	Representative, Company/ <u>NAI (about tasks or company)</u>
????	Representative, Company/ except above: Code to Representative
6103	Representative, Insurance
6103	Representative, Life Assurance

Code Title/ Task or Industry Response

1101 Representative, Parliamentary
 6105 Representative, Real Estate
 3913 Representative, Sales/ buying as well as selling
 6501 Representative, Sales/ door-to-door
 6103 Representative, Sales/ insurance
 6201 Representative, Sales/ except above
 6101 Representative, Sharebroker's
 6101 Representative, Stockbroker's
 2799 Representative, Trade Union
 6501 Representative, Tupperware

4503 Reproducer, Graphic

7413 Resawyer

5999 Researcher, Market/ interviewing
 2909 Researcher, Market/ statistician
 2907 Researcher, Market/ except above
 2701 Researcher/ accountancy
 2107 Researcher/ agricultural
 2907 Researcher/ anthropology
 2999 Researcher/ assistant to parliamentarian
 2107 Researcher/ biological sciences except medical
 2799 Researcher/ business except personnel
 2101 Researcher/ chemistry except medical
 2707 Researcher/ computer science
 2799 Researcher/ developing or analysing government policy
 2901 Researcher/ economics
 2905 Researcher/ education
 2107 Researcher/ forestry
 2907 Researcher/ geography
 2103 Researcher/ geology
 2907 Researcher/ history
 2799 Researcher/ industrial relations
 2605 Researcher/ law
 2909 Researcher/ mathematics
 2109 Researcher/ medical
 2199 Researcher/ meteorology
 2815 Researcher/ music
 2705 Researcher/ personnel
 2999 Researcher/ philosophy, logic, epistemology or metaphysics
 2105 Researcher/ physics
 2907 Researcher/ political science
 2903 Researcher/ psychology
 2907 Researcher/ social sciences
 2907 Researcher/ sociology
 2909 Researcher/ statistics
 2107 Researcher/ toxicology
 2000 Researcher/ NAI (about type of research)

Code	Title/ Task or <u>Industry</u> Response
8919	Restaurateur/ assisting in kitchen not cooking
4705	Restaurateur/ cooking
1503	Restaurateur/ supervising staff, administration
6505	Restaurateur/ waiting on tables
1503	Restaurateur/ NAI (about specific tasks)
4903	Restorer, Furniture
8401	Restumper/ house
????	Retailer: Code to Manager, Shop
3999	Retoucher/ <u>photographic</u>
4503	Retoucher/ <u>printing</u>
7409	Retreader, Tyre
2303	Rheumatologist
5605	Rider, Despatch/ <u>army</u>
5605	Rider, Dispatch/ <u>army</u>
7499	Rifleman/ <u>defence forces</u>
4999	Rigger, Parachute/ <u>defence forces</u>
4907	Rigger/ ship
8405	Rigger/ except above
4929	Ringer
7399	Roller, Metal
7423	Roller, Tannery
8415	Roughneck
8201	Rouseabout
8415	Roustabout/ <u>fluids drilling</u>
8999	Runner, Milk
8107	Rustproofers/ <u>vehicles</u>

Code	Title/ Task or <u>Industry</u> Response
7433	Sacker, Sugar
4917	Saddler
4213	Safecracker
4213	Safemaker
4917	Sailmaker
????	Sailor/ <u>navy</u> : Disregard Title
8925	Sailor/ except above
6301	Salesgirl
6301	Saleslady
6501	Salesperson, Bread/ van sales
6301	Salesperson, <u>Car</u>
6301	Salesperson, Car Parts
6501	Salesperson, Cashvan
6301	Salesperson, Counter
6301	Salesperson, Fast Food
6301	Salesperson, Furniture/ <u>retail</u>
6103	Salesperson, <u>Insurance</u>
6105	Salesperson, <u>Land</u>
6105	Salesperson, <u>Real Estate</u>
6599	Salesperson, Rental
6301	Salesperson, Swimming Pool
6501	Salesperson, Telephone/ canvassing
6301	Salesperson, Telephone/ except above
6405	Salesperson, Ticket
6201	Salesperson, Travelling
6201	Salesperson, Van/ selling to shops
6201	Salesperson/ <u>advertising</u>
6501	Salesperson/ <u>Amway</u>
6501	Salesperson/ <u>Avon</u>
6501	Salesperson/ <u>Bessemer</u>
6501	Salesperson/ door to door
6201	Salesperson/ <u>manufacturing industry</u>
6501	Salesperson/ <u>party plan</u>
6301	Salesperson/ <u>retail trade except service station</u>
6501	Salesperson/ selling on street
6599	Salesperson/ <u>service station</u>
6301	Salesperson/ <u>shop</u>
6599	Salesperson/ <u>stockyard</u>
6501	Salesperson/ <u>Tupperware</u>
6201	Salesperson/ <u>wholesale trade</u>
6000	Salesperson/ <u>NAI (about type of goods, employer or industry)</u>
8109	Sampler, Wool

Code Title/ Task or Industry Response

8415 Sampler/ mineral ore
7499 Sandblaster
4401 Sander, Floor
???? Sapper/ army: Disregard Title
7413 Sawmiller/ operating saw
1601 Sawmiller/ supervising staff, administration
1601 Sawmiller/ NAI (about specific tasks)
7419 Sawyer/ stone
7413 Sawyer/ wood
7413 Sawyer/ NAI (about specific tasks)
2815 Saxophonist
8405 Scaffolder
4213 Scalemaker
5201 Scheduler, Data Entry
5501 Scheduler, Radio Traffic
5201 Scheduler, Shift/ computing
5503 Scheduler, Transport
2403 Schoolmaster/ primary
2405 Schoolmaster/ secondary
2400 Schoolmaster/ NAI (about type of school)
2403 Schoolmistress/ primary
2405 Schoolmistress/ secondary
2400 Schoolmistress/ NAI (about type of school)
2107 Scientist, Agricultural
2109 Scientist, Clinical Laboratory
2707 Scientist, Computer
2199 Scientist, Environmental
2107 Scientist, Forest
2107 Scientist, Horticultural
2217 Scientist, Materials
2109 Scientist, Medical Laboratory
2907 Scientist, Political
2217 Scientist, Polymer
2199 Scientist, Soil
2999 Scientist, Sports
???? Scientist: Code to Researcher
2809 Screenwriter
2801 Sculptor
6699 Sculptor, Nail

Code Title/ Task or Industry Response

5999 Sealer, Envelope

???? Seaman/ navy: Disregard Title

8925 Seaman/ except above

4911 Seamstress

5907 Searcher, Title

5601 Secretary + Receptionist

1311 Secretary, Assistant/ APS; data processing or computing branch or division

1301 Secretary, Assistant/ APS; finance branch or division

1309 Secretary, Assistant/ APS; personnel branch or division

1307 Secretary, Assistant/ APS; supply or distribution branch or division

1313 Secretary, Assistant/ APS; except above

6503 Secretary, Club/ tending bar

1599 Secretary, Club/ except above

5101 Secretary, Company/ secretarial or typing

1301 Secretary, Company/ except above

5601 Secretary, Doctor's

5101 Secretary, Legal

5601 Secretary, Medical

1313 Secretary, Official/ government department

2703 Secretary, Press

1313 Secretary, Regional/ government department

1201 Secretary, Shire

1201 Secretary, Trade Union

1201 Secretary/ head of government department

5601 Secretary/ receptionist

5101 Secretary/ shorthand, typing or word processing

5101 Secretary/ NAI (about specific tasks)

7399 Sectionman, Signal

2103 Seismologist

6301 Seller, Book/ selling or serving

1501 Seller, Book/ supervising staff, administration

1501 Seller, Book/ NAI (about specific tasks)

6405 Seller, Ticket

6???? Seller: Code to Salesperson

6603 SEN

1101 Senator

3999 Sergeant Major/ army

????? Sergeant/ defence forces: Disregard Title

3501 Sergeant/ police

2109 Serologist

????? Servant, Public: Disregard Title

Code	Title/ Task or <u>Industry</u> Response
8921	Server, Food/ <u>hospital</u>
5605	Server, Process
6301	Server/ <u>shop</u>
4307	Serviceperson, Air Conditioning
4399	Serviceperson, Amusement Machine
4205	Serviceperson, Boiler
4315	Serviceperson, Computer
8999	Serviceperson, Fire Extinguisher
8921	Serviceperson, Food/ <u>hospital</u>
4409	Serviceperson, Gas Appliances
4301	Serviceperson, Line/ <u>electricity</u>
4311	Serviceperson, Line/ <u>Telecom</u>
4399	Serviceperson, Poker Machine
4303	Serviceperson, Power Tools
4313	Serviceperson, Radio
4307	Serviceperson, Refrigeration
4313	Serviceperson, Television
4399	Serviceperson, Vending Machine
????	Serviceperson/ <u>defence forces</u> : Disregard Title
4401	Setter Out
7315	Setter, Anode/ <u>aluminium smelting</u>
7419	Setter, Brick
4103	Setter, Die/ <u>metal</u>
7407	Setter, Die/ <u>plastics</u>
4401	Setter, Form/ <u>carpentry</u>
4923	Setter, Gem
7431	Setter, Machine/ <u>food processing</u>
4103	Setter, Machine/ <u>metal</u>
7407	Setter, Machine/ <u>plastics</u>
4901	Setter, Machine/ <u>wood</u>
4103	Setter, Tool
4507	Sewer, Book
7427	Sewer, Carpet
4925	Sewer/ hand sewing
????	Sewer/ operating machine: Code to Operator, Sewing Machine
8201	Sexer, Chicken
4999	Shaper, Surfboard
6101	Sharebroker
7405	Sharpener, Knife
4213	Sharpener, Saw
4929	Shearer
8925	Sheller, Abalone

Code	Title/ Task or <u>Industry</u> Response
5907	Sheriff
4411	Shingler, Roof
4907	Shipwright
4915	Shoemaker
4909	Shooter, Seismograph
8299	Shooter/ hunting
8415	Shooter-helper/ <u>mining</u>
4401	Shopfitter
????	Shopkeeper: Code to Manager, Shop
4909	Shotfirer
7399	Shunter
3999	Signaller/ <u>defence forces</u>
????	Signalman/ <u>army</u> : Disregard Title
7399	Signalman/ except above
4405	Signwriter
4921	Silverer/ <u>glass</u>
4923	Silverplater
4923	Silversmith
2815	Singer
7317	Sinker, Bore
7317	Sinker, Shaft
7317	Sinker, Well
3401	Sister, Charge
3401	Sister/ <u>nursing</u>
2????	Sister/ <u>teaching</u> : Code to Teacher
2505	Sister/ <u>tutor in hospital</u>
6601	Sitter, Baby
7425	Sizer, Warp
8199	Skinner/ animal
7313	Skipman
3305	Skipper/ boat
7315	Slagger/ <u>furnace</u>
4411	Slater, Roof

Code	Title/ Task or <u>Industry</u> Response
8199	Slaughterman/ poultry
4701	Slaughterman/ except above
7431	Slicer, Bread/ operating machine
8199	Slicer, Meat
8499	Slinger/ <u>crane</u>
8499	Slingsman/ <u>crane</u>
7415	Slitter/ <u>paper</u>
4203	Smith, Copper
4201	Smith, Forging
4923	Smith, Gold
4923	Smith, Precious Metal
4923	Smith, Silver
4203	Smith, Tin
????	SOA: Code to Officer, Senior
????	SOB: Code to Officer, Senior
????	SOC: Code to Officer, Senior
2907	Sociologist
????	SOGA: Code to Officer, Senior
????	SOGB: Code to Officer, Senior
????	SOGC: Code to Officer, Senior
4205	Solderer
????	Soldier/ <u>army</u> : Disregard Title
2605	Solicitor
1201	Solicitor, Crown
2815	Songwriter
8199	Sorter, Brick
8199	Sorter, Carcase
4923	Sorter, Diamond
8199	Sorter, Egg
8199	Sorter, Fruit
8917	Sorter, Laundry
8917	Sorter, Linen
5403	Sorter, Mail
5499	Sorter/ clerical except mail
8999	Sorter/ clothes; <u>charity organisation</u>
2305	Specialist/ dental
2303	Specialist/ medical

Code Title/ Task or Industry Response

4203 Spinner, Metal
4203 Spinner, Pipe
7421 Spinner, Textile

8199 Splicer, Belt
7435 Splicer, Film

8199 Splitter, Scallop
7435 Spooler, Film

4205 Spotwelder

3301 Sprayer, Aerial
7207 Sprayer, Bitumen
7405 Sprayer, Metal
8205 Sprayer, Weed

4600 Spraypainter + Panelbeater
8107 Spraypainter/ manufacturing
4405 Spraypainter/ painting buildings
4605 Spraypainter/ vehicle repair

4201 Springmaker

6599 Spruiker

3401 SRN

8199 Stacker, Brick
8199 Stacker, Flour
8907 Stacker, Shelf/ warehouse or store
8203 Stacker, Timber/ forestry
8199 Stacker, Timber/ timber yard

8999 Stagehand

7499 Stapler/ bookbinding or printing

3915 Starter/ racing

6301 Stationer/ selling or serving
1501 Stationer/ supervising staff, administration
1501 Stationer/ NAI (about specific tasks)

2909 Statistician
13?? Statistician, Assistant/ APS: Code to Secretary, Assistant

4403 Steeplejack

5101 Stenographer

5101 Stenosecretary

4509 Stereotyper

Code	Title/ Task or <u>Industry</u> Response
7777	Stevadore/ driving or operating machinery or plant: Code to Operator
8909	Stevadore/ except above
6503	Steward, Bar
6609	Steward, Cabin
6609	Steward, Flight
6609	Steward, Marine
3915	Steward, Race
6405	Steward, Railway/ selling tickets
6609	Steward, Railway/ except above
6505	Steward, Wine
6699	Steward/ <u>defence forces</u>
6503	Steward/ serving at bar
6505	Steward/ waiting at table
8199	Sticker/ <u>abattoir</u>
7427	Stitcher, Blind
7427	Stitcher, Hem
6101	Stockbroker
8907	Stocker, Shelf
8201	Stockhand
8201	Stockman
4999	Stonemason
7777	Storekeeper/ <u>shop</u> : Code to Manager, Shop
8907	Storekeeper/ <u>warehouse</u>
7203	Storeman + Driver/ driving forklift
7105	Storeman + Driver/ driving truck or van
7105	Storeman + Driver/ NAI (about type of vehicle)
8907	Storeman + Handyman
8907	Storeman + Packer
5505	Storeman/ clerical duties
7203	Storeman/ driving; forklift
7105	Storeman/ driving; truck or van
7105	Storeman/ driving; NAI (about type of vehicle)
8907	Storeman/ except above
8201	Strapper
2103	Stratigrapher
6101	Striker, Blacksmith's
2813	Stripper/ <u>entertainment industry</u>
1401	Studmaster

Code	Title/ Task or <u>Industry</u> Response
2817	Stuntperson
4927	Stylist, Hair
2807	Sub-editor
????	Sub-lieutenant/ navy: Disregard Title
2999	Subtitled
1399	Superintendent, Ambulance
4803	Superintendent, Golf Course
1201	Superintendent, Medical
1315	Superintendent, Nursing
1319	Superintendent, Police
8911	Superintendent, Pool
1305	Superintendent, Production
1305	Superintendent, Quality Control
2905	Superintendent, School
1399	Superintendent, Wharf
1305	Superintendent, Works
5301	Supervisor, Accounts
5999	Supervisor, Advertising/ <u>newspaper</u> : classified advertising sales
2807	Supervisor, Advertising/ <u>newspaper</u> : designing or copywriting
4703	Supervisor, Bakery
????	Supervisor, Bank: Code to Officer, Bank
1503	Supervisor, Banquet
6503	Supervisor, Bar/ <u>licensed premises</u>
4909	Supervisor, Blasting
4507	Supervisor, Bookbinding
5???	Supervisor, Branch/ <u>financial institution</u> : Code to Officer, Bank
8913	Supervisor, Building/ caretaker of building
3207	Supervisor, Building/ <u>construction</u>
3905	Supervisor, Bus/ <u>ACT bus service</u>
6301	Supervisor, Cafeteria/ selling or serving
1503	Supervisor, Cafeteria/ supervising staff, administration
1503	Supervisor, Cafeteria/ NAI (about specific tasks)
6301	Supervisor, Canteen/ selling or serving
1503	Supervisor, Canteen/ supervising staff, administration
1503	Supervisor, Canteen/ NAI (about specific tasks)
????	Supervisor, Catering: Code to Caterer
6403	Supervisor, Checkout
7207	Supervisor, Civil/ roadworks
5303	Supervisor, Claims
8301	Supervisor, Cleaning
5000	Supervisor, Clerk/ NAI (about clerks supervised)
????	Supervisor, Clerk/ except above: Code to Clerk
6503	Supervisor, Club/ tending bar
3999	Supervisor, Communications/ <u>defence</u>

Code Title/ Task or Industry Response

5201	Supervisor, Computer
3207	Supervisor, Construction
6601	Supervisor, Creche
8999	Supervisor, Crossing
5201	Supervisor, Data Processing
6301	Supervisor, Delicatessen
6301	Supervisor, Department/ <u>retail store</u>
5503	Supervisor, Despatch
5503	Supervisor, Distribution/ clerical
1601	Supervisor, District/ <u>electricity supply</u>
8301	Supervisor, Domestic/ <u>hospital</u>
7201	Supervisor, Dragline
7317	Supervisor, Drilling
7201	Supervisor, Earthworks
5201	Supervisor, EDP
4303	Supervisor, Electrical/ electrical fitters or installers
4309	Supervisor, Electrical/ electricians or electrical mechanics
4301	Supervisor, Electrical/ linemen
32??	Supervisor, Engineering: Code to Technician, Engineering
6699	Supervisor, Examination
8201	Supervisor, Farm
3305	Supervisor, Ferry
7211	Supervisor, Firefighting
3303	Supervisor, Flight Service
8203	Supervisor, Forestry
7315	Supervisor, <u>Foundry</u> operataions
6403	Supervisor, Front End
5601	Supervisor, Front Office/ <u>hotel or motel</u>
4805	Supervisor, Gardening
7309	Supervisor, Grain Handling
6601	Supervisor, Hostel/ <u>aged persons</u>
6601	Supervisor, Hostel/ <u>child care</u>
5601	Supervisor, Hostel/ receiving guests
1505	Supervisor, Hostel/ supervising staff, administration
1505	Supervisor, Hostel/ NAI (about specific tasks)
8915	Supervisor, Housekeeping/ <u>hotel or motel</u>
2401	Supervisor, Kindergarten
????	Supervisor, Laboratory: Code to Officer, Technical
7499	Supervisor, Laundry
3903	Supervisor, Lighting/ <u>television, film or stage</u>
8921	Supervisor, Linen/ <u>hospital</u>
8203	Supervisor, Logging/ <u>timber</u>
7427	Supervisor, Machinist/ <u>textiles</u>
5403	Supervisor, Mail
5999	Supervisor, Market Research
1503	Supervisor, Mess/ <u>defence forces</u>
7435	Supervisor, Microfilming

Code	Title/ Task or <u>Industry</u> Response
3299	Supervisor, Mine
8907	Supervisor, Night/ <u>supermarket</u>
3401	Supervisor, Nursing
5101	Supervisor, Office/ secretarial
5000	Supervisor, Office/ NAI (about area of function)
????	Supervisor, Office/ except above: Code to Clerk
8921	Supervisor, Orderly/ <u>medical</u>
3901	Supervisor, Parole
5301	Supervisor, Payroll
5603	Supervisor, Phonogram/ <u>Telecom</u>
7201	Supervisor, Pit/ <u>mining</u>
6601	Supervisor, Playground
4409	Supervisor, Plumbing
3201	Supervisor, Power Station
3901	Supervisor, Probation
1305	Supervisor, Production
3903	Supervisor, Property/ <u>stage</u>
3999	Supervisor, Radio
8203	Supervisor, Reafforestation
2999	Supervisor, Recreation
6601	Supervisor, <u>Refuge</u>
6599	Supervisor, Rental
6405	Supervisor, Reservations/ <u>airline</u>
5601	Supervisor, Reservations/ <u>hotel or motel</u>
6505	Supervisor, Restaurant
6301	Supervisor, Retail
7207	Supervisor, Road Construction
7207	Supervisor, Road Maintenance
6505	Supervisor, Room Service
6501	Supervisor, Sales/ canvassing or door-to-door
6599	Supervisor, Sales/ rental
1303	Supervisor, Sales/ sales representatives
1303	Supervisor, Sales/ <u>wholesale trade</u>
6301	Supervisor, Sales/ except above
8911	Supervisor, Security
7427	Supervisor, Sewing/ textiles
6601	Supervisor, <u>Sheltered Workshop</u>
6301	Supervisor, Shop
4701	Supervisor, Slaughter Floor
5505	Supervisor, Stock/ clerical
8201	Supervisor, Stock/ livestock
5505	Supervisor, Store/ clerical
6301	Supervisor, Store/ <u>retail</u>
5505	Supervisor, Stores/ clerical tasks
8907	Supervisor, Stores/ except above
6403	Supervisor, <u>Supermarket/</u> front end or checkout
6301	Supervisor, <u>Supermarket/</u> sales staff

Code	Title/ Task or <u>Industry</u> Response
8907	Supervisor, <u>Supermarket/</u> shelf filling staff
6403	Supervisor, <u>Supermarket/</u> NAI (about staff supervised)
5603	Supervisor, Switchboard
6401	Supervisor, Teller
7413	Supervisor, Timber/ mills
6301	Supervisor, Timber/ sales
4101	Supervisor, Tooling
8413	Supervisor, Track/ <u>railways</u>
2705	Supervisor, Training/ training and development of staff
5503	Supervisor, Transport
5103	Supervisor, Typist
3299	Supervisor, Underground
4913	Supervisor, Upholsterer
8907	Supervisor, Warehouse
4205	Supervisor, Welding
5105	Supervisor, Word Processing
3207	Supervisor, Works/ construction
8199	Supervisor, Yard/ brickmaking
3901	Supervisor/ handicapped persons; training
6601	Supervisor/ handicapped persons; except above
4999	Surfacer, Lens
3915	Surfer
2303	Surgeon
2305	Surgeon, Dental
2305	Surgeon, Oral
4805	Surgeon, Tree
2323	Surgeon, Veterinary
2205	Surveyor
3303	Surveyor, Airways
3303	Surveyor, Airworthiness
3905	Surveyor, Building
2205	Surveyor, Cadastral
3303	Surveyor, Flight
3905	Surveyor, Health
2205	Surveyor, Hydrographic
2205	Surveyor, Land
3307	Surveyor, Marine
2205	Surveyor, Mine
2203	Surveyor, Quantity
3905	Surveyor, Vehicle
1201	Surveyor-general
8203	Swampy
8301	Sweep, Chimney

Code Title/ Task or Industry Response

7299 Sweeper, Street/ driving roadsweeper
8301 Sweeper, Street/ sweeping with broom
8301 Sweeper, Street/ NAI (about specific tasks)
3903 Switcher/ audio visual arts

Code	Title/ Task or <u>Industry</u> Response
7499	Tablehand/ <u>printing</u>
8199	Tablehand/ except above
8199	Tailer-Out
4911	Tailor
4911	Tailoress
5503	Taker, Number/ <u>railway</u>
8901	Taker, Ticket
5503	Tallyman/ despatch
5501	Tallyman/ production records
5505	Tallyman/ stock records
5503	Tallyman/ transport records
7315	Tapper, Furnace
2999	Taster, Wine
6699	Tattooist
3999	Taxidermist
8919	Tea-Lady
27??	Teacher + Librarian/ teaching: Code to Teacher
2911	Teacher + Librarian/ except above
2405	Teacher, <u>High School</u>
2403	Teacher, <u>Infant</u>
2401	Teacher, <u>Kindergarten</u>
2401	Teacher, <u>Pre-school</u>
2403	Teacher, <u>Primary</u>
2405	Teacher, <u>Secondary</u>
2407	Teacher/ <u>compulsory education system</u> ; distance education
2407	Teacher/ <u>compulsory education system</u> ; gifted or extension; NAI (about level)
2407	Teacher/ <u>compulsory education system</u> ; migrant or aboriginal; NAI (about level)
2401	Teacher/ <u>compulsory education system</u> ; pre-primary level
2403	Teacher/ <u>compulsory education system</u> ; primary level
2407	Teacher/ <u>compulsory education system</u> ; remedial or handicapped; NAI (about level)
1317	Teacher/ <u>compulsory education system</u> ; school principal
2405	Teacher/ <u>compulsory education system</u> ; secondary level
2400	Teacher/ <u>compulsory education system</u> ; except above
2905	Teacher/ curriculum development
2505	Teacher/ <u>not in compulsory, or tertiary, education system</u>
2503	Teacher/ <u>TAFE</u>
2405	Teacher/ <u>technical school</u>
2501	Teacher/ <u>university or CAE</u>
2400	Teacher/ except above
4315	Technician, Accounting Machine
3103	Technician, Agricultural

Code	Title/ Task or <u>Industry</u> Response
4203	Technician, Air Conditioning/ ducting
4307	Technician, Air Conditioning/ plant
3299	Technician, Aircraft Systems/ <u>air force</u>
4211	Technician, Aircraft/ repairing or servicing
4399	Technician, Amusement Machine
3101	Technician, Anaesthetic
3103	Technician, Animal
3103	Technician, Artificial Insemination
3903	Technician, Audio
3903	Technician, Audio-visual
3299	Technician, Avionics Systems/ <u>air force</u>
3103	Technician, Biological
3101	Technician, Biomedical
3205	Technician, Boiler/ testing
3103	Technician, Botanical
3207	Technician, Building
3101	Technician, Cardiac
3207	Technician, Cartographic
3103	Technician, Chemical
4315	Technician, Computer
3103	Technician, Dairy
4999	Technician, Dental
3101	Technician, Dialysis
3101	Technician, Ear Mould
3101	Technician, ECG
3101	Technician, EEG
3201	Technician, Electrical
3101	Technician, Electrocardiographic
3101	Technician, Electroencephalographic
3201	Technician, Electronics
3299	Technician, Engineering/ chemical
3203	Technician, Engineering/ civil
3201	Technician, Engineering/ communications
3201	Technician, Engineering/ electrical
3201	Technician, Engineering/ electronic
3205	Technician, Engineering/ mechanical
3200	Technician, Engineering/ NAI (about type of engineering)
3103	Technician, Field Crop
7435	Technician, Film/ <u>photographic processing</u>
3103	Technician, Food
3103	Technician, Forestry
3103	Technician, Geochemical
3103	Technician, Geology
3103	Technician, Geophysics
4313	Technician, Hi-Fi
3103	Technician, Horticultural
3101	Technician, Hospital

Code	Title/ Task or <u>Industry</u> Response
3205	Technician, Hydraulic
3103	Technician, Hydrological
4211	Technician, Instrument/ aircraft
4399	Technician, Instrument/ electronic
4213	Technician, Instrument/ scientific
4213	Technician, Instrument/ except above
4999	Technician, Laboratory/ <u>dental</u>
3101	Technician, Laboratory/ medical, clinical or pathology
7435	Technician, Laboratory/ <u>photographic processing</u>
3103	Technician, Laboratory/ <u>science</u>
3100	Technician, Laboratory/ <u>NAI (about type of laboratory)</u>
3999	Technician, Library
3903	Technician, Light
3101	Technician, Medical
3299	Technician, Metallurgical
4213	Technician, Meter
3299	Technician, Mining
3999	Technician, Museum
3103	Technician, Mycological
4315	Technician, Office Machine
4999	Technician, Optical
4999	Technician, Orthodontic
3103	Technician, Paint
3103	Technician, Palaeontology
3101	Technician, Pathology
8999	Technician, Pest Control
4315	Technician, Photocopier
7435	Technician, Photographic
3103	Technician, Physics
3103	Technician, Plant
4399	Technician, Poker Machine
3103	Technician, Poultry
4311	Technician, Radio/ <u>broadcasting</u>
3201	Technician, Radio/ <u>engineering</u>
4313	Technician, Radio/ <u>repairing or servicing appliances</u>
4307	Technician, Refrigeration
3101	Technician, Renal
4999	Technician, Saturation
3103	Technician, Science
4311	Technician, Signal Maintenance
3903	Technician, Sound
3999	Technician, Studio/ <u>photographic</u>
3207	Technician, Survey
4311	Technician, Telecommunications
3201	Technician, Telemetry
4311	Technician, Telephone
4311	Technician, Television/ <u>broadcasting</u>

Code	Title/ Task or <u>Industry</u> Response
3103	Technician, Television/ <u>engineering</u>
4313	Technician, Television/ <u>repairing or servicing appliances</u>
3103	Technician, Textile
3101	Technician, Theatre/ <u>hospital</u>
4315	Technician, Typewriter
3101	Technician, Ultrasound/ <u>medical</u>
3299	Technician, Ultrasound/ <u>metal testing</u>
3101	Technician, Urological
4399	Technician, Vending Machine
3205	Technician, Vibroseis
4313	Technician, Video/ <u>repair</u>
3299	Technician, Welding
3101	Technician, X-Ray/ <u>medical</u>
3101	Technician, X-Ray/ <u>NAI (about tasks or industry)</u>
3299	Technician, X-Ray/ except above
4999	Technician/ ammunition; <u>army</u>
3201	Technician/ communications electronic systems; <u>air force</u>
4999	Technician/ explosive ordnance demolition; <u>army</u>
4213	Technician/ repairing or servicing equipment; medical
4213	Technician/ repairing or servicing equipment; scientific
4000	Technician/ repairing or servicing equipment; NAI (about type of equipment)
4???	Technician/ repairing or servicing equipment; except above: Code to Repairer
4601	Technician/ repairing or servicing motor vehicles
3000	Technician/ research; NAI (about field of research)
3103	Technologist, Dairy
2101	Technologist, Food
3103	Technologist, Fuel
2109	Technologist, Laboratory/ <u>medical</u>
2109	Technologist, Medical/ <u>laboratory</u>
2321	Technologist, Nuclear Medicine
3103	Technologist, Textile
7401	Teemer/ <u>metal</u>
3999	Telegraphist
5603	Telephonist
5601	Telephonist + Receptionist
6401	Teller
7315	Temperer
6503	Tender, Bar/ <u>liquor industry</u>
3103	Tester, Cane
7307	Tester, Gas/ <u>oil and gas mining</u>
7307	Tester, Pipe/ <u>oil and gas mining</u>
3203	Tester, Soil
8109	Tester/ <u>clay and stone</u>

Code Title/ Task or Industry Response

8109	Tester/ <u>dairy products</u>
8109	Tester/ <u>mineral ore</u>
8109	Tester/ <u>pulp or papermaking</u>
6699	Therapist, Beauty
2399	Therapist, Dance
3101	Therapist, Dental
2399	Therapist, Diversion
2399	Therapist, Music
2399	Therapist, Natural
2309	Therapist, Occupational
3101	Therapist, Oral
2399	Therapist, Recreational
2315	Therapist, Speech
7425	Threader/ <u>textiles</u>
4919	Tiler, Carpet
4413	Tiler, Ceramic
4919	Tiler, Cork
4413	Tiler, Quarry
4411	Tiler, Roof
4919	Tiler, Vinyl
4413	Tiler, Wall and Floor
4413	Tiler/ <u>bathroom</u>
4413	Tiler/ <u>kitchen</u>
4413	Tiler/ <u>NAI (about type of tiling or industry)</u>
8415	Timberman/ <u>mining</u>
5301	Timekeeper
4203	Tinsmith
7411	Tinter, Paint
8401	Tinter, Window
8923	Tinter, Window/ <u>vehicle</u>
5907	Tipstaff
6301	Tobacconist/ selling or serving
1501	Tobacconist/ supervising staff, administration
1501	Tobacconist/ <u>NAI (about specific tasks)</u>
4101	Toolmaker
4103	Toolsetter
4201	Toolsmith
7431	Topman
8299	Tordoner

Code Title/ Task or Industry Response

2107 Toxicologist

3299 Tracer

7299 Tracklayer/ railway line or tramline: operating machine
 8413 Tracklayer/ railway line or tramline: except above

7299 Trackperson/ railway line or tramline: operating machine
 8413 Trackperson/ railway line or tramline: except above

6101 Trader, Futures

4311 Tradesperson, Broadcasting
 4399 Tradesperson, Control Equipment
 4921 Tradesperson, Glass
 4313 Tradesperson, Radio
 4205 Tradesperson, Structural Steel
 4311 Tradesperson, Telecommunications
 4313 Tradesperson, Television

4931 Trainer, Horse
 3901 Trainer, Social
 2705 Trainer, Staff
 4931 Trainer/ animal
 2705 Trainer/ defence forces
 3915 Trainer/ sports

2999 Translator

8925 Trapper/ seafood
 8299 Trapper/ except above

6201 Traveller/ selling

8921 Trayperson/ hospital
 8919 Trayperson/ hotel or motel

1301 Treasurer/ local government

7315 Treater, Heat/ furnace
 7431 Treater, Milk

4927 Trichologist

4609 Trimmer, Aircraft
 4911 Trimmer, Fur
 8199 Trimmer, Meat
 4609 Trimmer, Motor
 7429 Trimmer, Shoe
 4913 Trimmer, Upholstery

7499 Trooper, Assault/ army
 ???? Trooper/ army: Disregard Title

Code Title/ Task or Industry Response

7105 Truckie
4403 Tuckpointer
7425 Tufter
4103 Tuner, Loom
4925 Tuner, Piano
7399 Turncock
4103 Turner + Fitter
4103 Turner/ metal
7419 Turner/ porcelain
4901 Turner/ wood
7399 Turnkey
2505 Tutor/ nurse in hospital
2505 Tutor/ private tuition
2400 Tutor/ school
2503 Tutor/ TAFE
2501 Tutor/ university or CAE
7421 Twister/ yarn
4501 Typesetter
5601 Typist + Receptionist
5101 Typist + Secretary
5101 Typist, Shorthand
5105 Typist/ word processing
5103 Typist/ except above

Code Title/ Task or Industry Response

3101 Ultrasonographer/ medical
3299 Ultrasonographer/ metal testing
3915 Umpire
3299 Undermanager, Mine
6699 Undertaker
6103 Underwriter/ insurance
6101 Underwriter/ stockbroking
4609 Upholsterer/ ship
4609 Upholsterer/ vehicle
4913 Upholsterer/ except above
2303 Urologist
8999 Useful, Bar
5907 Usher, Court
8901 Usher/ entertainment industry
8901 Usherette

Code Title/ Task or Industry Response

6199 Valuer
7431 Vatman/ brewery
6501 Vendor, Bread/ van sales
6501 Vendor, Ice-Cream/ van sales
6501 Vendor, Milk
6501 Vendor, Newspaper/ street selling
6501 Vendor, Street
6??? Vendor: Code to Salesperson
6603 Venipuncturist/ enrolled nurse
3401 Venipuncturist/ registered nurse
3401 Venipuncturist/ except above
2817 Ventriloquist
8109 Verifier, Glassware
2323 Veterinarian
2607 Vicar
1201 Vice-Chancellor
1317 Vice-Principal/ school
8109 Viewer
1401 Vigneron
2815 Violinist
2109 Virologist/ medical
2107 Virologist/ except above
3901 Visitor, Social Health
1401 Viticulturist
2815 Vocalist

Code	Title/ Task or <u>Industry</u> Response
6505	Waiter
6505	Waitress
3999	Warden, Community/ aboriginal community
5601	Warden, Hostel/ receiving guests or inmates
1505	Warden, Hostel/ supervising staff, administration
1505	Warden, Hostel/ NAI (about specific tasks)
3999	Warden, Park
3911	Warden, <u>Prison</u>
5601	Warden, Recreation Camp/ receiving guests
1505	Warden, Recreation Camp/ supervising staff, administration
1505	Warden, Recreation Camp/ NAI (about specific tasks)
8921	Wardsmaid
8921	Wardsman
8907	Warehouseman
7425	Warper
8919	Washer, Dish
8415	Washer, Sample/ <u>mineral ore</u>
8917	Washer/ clothes
8301	Washer/ <u>vehicles</u>
8917	Washerwoman
4213	Watchmaker
8911	Watchman
8401	Waterproofeer/ <u>building</u>
7425	Weaver
7399	Weigher, Licensed
7399	Weigher/ operating weighbridge
8109	Weigher/ quality control
7399	Weighman
4205	Welder
7???	Wharfie/ driving or operating machinery or plant: Code to Operator
8909	Wharfie/ except above
4905	Wheelwright
1601	Wholesaler
4927	Wigmaker
4303	Winder, Armature
7421	Winder, Bobbin/ <u>textiles</u>

Code	Title/ Task or <u>Industry</u> Response
4303	Winder, Coil/ heavy duty
8103	Winder, Coil/ light
7421	Winder, Yarn
2999	Winemaker
4901	Woodmachinist
6199	Woolbroker
3913	Woolbuyer
8103	Worker, Assembly
8403	Worker, Building/ concreting
8407	Worker, Building/ digging
8409	Worker, Building/ paving except concreting
8405	Worker, Building/ structural steel erecting
8499	Worker, Building/ except above
????	Worker, Canteen: Code to Assistant, Canteen
7399	Worker, Carbon Plant
7431	Worker, Casings/ <u>meat processing</u>
6601	Worker, Child Care
5???	Worker, Clerical: Code to Clerk
3901	Worker, Community
8403	Worker, Construction/ concreting
8407	Worker, Construction/ digging
8409	Worker, Construction/ paving except concreting
8405	Worker, Construction/ structural steel erecting
8499	Worker, Construction/ except above
????	Worker, <u>Council</u> : Code to Labourer, Council
4925	Worker, Craft
6601	Worker, Day Care
7???	Worker, Demolition/ driving or operating machinery or plant: Code to Operator
8499	Worker, Demolition/ except above
8907	Worker, Despatch
8???	Worker, Domestic: Code to Domestic
8103	Worker, <u>Factory</u> / assembly
8301	Worker, <u>Factory</u> / cleaning
7???	Worker, <u>Factory</u> / driving or operating machinery or plant: Code to Operator
8105	Worker, <u>Factory</u> / hand packing
8109	Worker, <u>Factory</u> / inspection
8109	Worker, <u>Factory</u> / quality control
8107	Worker, <u>Factory</u> / spraypainting
8199	Worker, <u>Factory</u> / except above
7???	Worker, <u>Farm</u> / driving or operating machinery or plant: Code to Operator
8201	Worker, <u>Farm</u> / except above
8201	Worker, Fish Farm
7???	Worker, <u>Forestry</u> / driving or operating machinery or plant: Code to Operator
8203	Worker, <u>Forestry</u> / except above
4401	Worker, Form/ carpentry

Code	Title/ Task or <u>Industry</u> Response
8205	Worker, Garden
8403	Worker, Grano
8403	Worker, Granolithic
7499	Worker, <u>Laundry</u> / operating laundry machine
8917	Worker, <u>Laundry</u> / except above
7???	Worker, Meat/ <u>abattoir</u> ; driving or operating machinery or plant: Code to Operator
8199	Worker, Meat/ <u>abattoir</u> ; except above
7???	Worker, <u>Mill</u> / driving or operating machinery or plant: Code to Operator
8199	Worker, <u>Mill</u> / except above
7313	Worker, <u>Mine</u> : Code to Miner
6601	Worker, <u>Nursery</u> / <u>childminding</u>
7???	Worker, <u>Nursery</u> / <u>horticulture</u> ; driving or operating machinery or plant: Code to Operator
8205	Worker, <u>Nursery</u> / <u>horticulture</u> ; except above
5???	Worker, Office: Code to Clerk
6699	Worker, Parish
8103	Worker, Process/ assembly
7???	Worker, Process/ driving or operating machinery or plant: Code to Operator
8109	Worker, Process/ inspection
8105	Worker, Process/ packing
8109	Worker, Process/ quality control
8107	Worker, Process/ spraypainting
8199	Worker, Process/ except above
8103	Worker, Production Line/ assembly
7???	Worker, Production Line/ driving or operating machinery or plant: Code to Operator
8105	Worker, Production Line/ packing
8109	Worker, Production Line/ quality control
8107	Worker, Production Line/ spraypainting
8199	Worker, Production Line/ except above
8999	Worker, Red Cross
6601	Worker, Refuge
3901	Worker, Residential Care
4999	Worker, Safety Equipment/ <u>air force</u>
4203	Worker, Sheetmetal
2601	Worker, Social
7425	Worker, Textile/ beamer
8199	Worker, Textile/ hand cutting
8105	Worker, Textile/ hand packing
4103	Worker, Textile/ loom tuning
8109	Worker, Textile/ quality control
7425	Worker, Textile/ weaving
????	Worker, Textile/ except above: Code to Operator
7???	Worker, <u>Timber Yard</u> / driving or operating machinery or plant: Code to Operator
8909	Worker, <u>Timber Yard</u> / loading or unloading
8199	Worker, <u>Timber Yard</u> / except above
7???	Worker, <u>Timber</u> / driving or operating machinery or plant: Code to Operator
8203	Worker, <u>Timber</u> / <u>forestry</u>
8909	Worker, <u>Timber</u> / loading or unloading

Code Title/ Task or Industry Response

8199 Worker, Timber/ except above
7??? Worker, Vineyard/ driving or operating machinery or plant: Code to Operator
8201 Worker, Vineyard/ except above
7??? Worker, Waterside/ driving or operating machinery or plant: Code to Operator
8909 Worker, Waterside/ except above
3901 Worker, Welfare
3901 Worker, Youth
7??? Worker/ driving or operating machinery or plant: Code to Operator

8105 Wrapper/ manufactured goods

8999 Wrecker/ vehicle

3915 Wrestler

2707 Writer, Compiler
2807 Writer, Copy
2807 Writer, Editorial
6405 Writer, Keno
2807 Writer, Leader
2807 Writer, Scientific
2809 Writer, Screen
2809 Writer, Script
4405 Writer, Sign
2815 Writer, Song
2807 Writer, Technical
3999 Writer, Ticket
2809 Writer/ books
5??? Writer/ navy: Code to Clerk

Code Title/ Task or Industry Response

8199 Yardman/ factory

8999 Yardman/ hotel

8199 Yardman/ NA! (about type of workplace)

Code Title/ Task or Industry Response

8999 Zookeeper

2107 Zoologist

**ASCO CODING SYSTEM
UNIT GROUP LEVEL
(Revised 1992 Edition)**

PART 5

QUERY RESOLUTION GUIDE

CONTENTS

TITLE	PAGE
1. The Role of the Query Resolver	5-1
1.1 Skills and Knowledge Required in Query Resolution	5-1
1.2 Terms Used in Query Resolution	5-1
1.2.1 Definite Codes	5-2
1.2.2 Potential Codes	5-2
1.2.3 Adequate Records	5-3
1.2.4 Inadequate Records	5-4
2. Documents Required in Query Resolution	5-5
2.1 ASCO Coding Index: Alphabetical Order	5-5
2.2 ASCO Coding Index: Numerical Order	5-5
2.3 ASCO Statistical Classification (First Edition)	5-6
2.3.1 Conceptual Basis of the Classification	5-6
2.3.2 Structure and Group Definitions	5-7
2.3.3 Keyword Index of Structure Titles	5-7
2.4 Keyword Index of Unit Group Tasks	5-8
3. Main Steps in Query Resolution	5-9
3.1 Step 1: Repeating the Standard Procedures of First-Stage Coding	5-10
3.2 Step 2: Using the Look-up Title to Identify Potential Codes	5-12
3.2.1 Using Industry Information	5-12
3.2.2 Using <i>NAI</i> Entries When Additional Information is Not Useful	5-14
3.2.3 Cases Where the Entry Title is Not Helpful	5-15
3.2.4 Summary: Using the Entry Title	5-15
3.3 Step 3: Using an Alternative Title to Identify Potential Codes	5-16
3.3.1 Using Title Synonyms	5-16
3.3.2 Missing or Vague Titles	5-17
3.3.3 Non-Matching Qualifying Words	5-18
3.3.4 Obtaining Additional Information for Unfamiliar Titles	5-19
3.3.5 Summary: Using an Alternative Title	5-19

3.4 Step 4: Using the Statistical Classification to Identify Potential Codes	5-20
3.4.1 Searching for a Keyword	5-20
3.4.2 Comparing Occupation Data with Group Definitions	5-21
3.4.3 Dealing With Very Inadequate or Unusual Data	5-22
3.4.4 Summary: Using the Statistical Classification	5-23
3.5 Choosing the Most Specific Code	5-23
3.6 Step 6: Checking Codes	5-24
3.7 Step 7: Choosing Codes on a Probability Basis	5-26
3.8 Step 8: Choosing the Code with the Lowest Leading Digit	5-27
3.9 Step 9: Using the Order of Precedence in Major Group 5	5-28
3.10 Step 10: Coding to Major or Minor Group Level	5-28
4. Difficult Cases	5-30
4.1 Clerk	5-30
4.2 Labourer	5-31
4.3 Manager, Owner, Director, Proprietor and Partner	5-31
4.3.1 Additional Steps for Titles Which Sound Managerial	5-32
4.4 Engineer	5-37
4.5 Machine Operator and Plant Operator	5-37

1 THE ROLE OF THE QUERY RESOLVER

**THE ROLE OF THE
QUERY RESOLVER**

The *ASCO Coding System: Unit Group Level* has been developed as a two-stage process. In the first stage, the coder is able to apply accurate and consistent occupation codes to the majority of records (over 90% in most ABS statistical collections) using only the *ASCO Coding Index* and the formal rules and procedures set out in the *Reference Guide*.

In the second stage the query resolver must deal with the remaining records. Correct coding of these records (queries) depends on access to a number of ASCO publications and on the particular skills and knowledge of the query resolver. As the query resolver, you must exercise considerable discretion in choosing codes whilst still operating within the general guidelines which determine the overall coding strategy. Therefore, it is recommended that query resolution be performed as a separate operation, and only by persons who have developed the additional skills and knowledge specified below.

1.1 Skills and Knowledge Required in Query Resolution

**Skills & Knowledge
Required**

In order to resolve queries quickly, consistently and accurately, it is essential that you have a detailed knowledge of:

- the coding methodology; that is, the formal rules and procedures outlined in the *Reference Guide* relating to the matching of index entries and the selection of codes;
- the conceptual basis and the structure of ASCO as discussed in the *ASCO Statistical Classification, First Edition, ABS, 1986* (ABS cat no 1222.0); and
- the terms and concepts specific to the query resolution process, especially *definite* versus *potential* codes and *adequate* versus *inadequate* records as discussed in Section 1.2 below.

In addition to these essential areas of knowledge, it is desirable that you have a wide knowledge of occupations in the Australian labour force, including tasks performed and job entry requirements. Telephone interviewing skills may also be useful as, on occasion, it may be necessary to resolve a query by contacting a respondent or employer to gain further information about the occupation to be coded.

1.2 Terms Used in Query Resolution

Terms Used

To understand the nature and purpose of the various steps in query resolution, it is important that you learn to distinguish between *definite* and *potential* codes and between *adequate* and *inadequate* records. These terms have a precise meaning in query resolution, and are used frequently in this guide.

Definite Codes**1.2.1 Definite Codes**

A code is *definite* if the record contains sufficient information to provide evidence of the correctness of the code and does not contain contradictory information to suggest another code.

For example the title *Psychologist* contains all the information necessary to indicate the correctness of the unit group code 2903. The entry title *Psychologist* appears in only one index entry with code 2903. That entry has no qualifying words and no supplementary description, because no other information is required to select code 2903. This code is, therefore, a *definite* code for any record containing the title *psychologist*.

Some records point to two or more definite codes. This may occur when:

1. The look-up title is a multiple title containing two or more basic words and several matching entries can be found, each with its own definite code.

For example, the look-up title *Programmer-Farmer*, contains two basic words, the first of which is codable to the unit group 2707 and the second to the unit group 1401. Both of these are *definite* codes.

2. The look-up title contains one basic word (with or without qualifying words) but the record contains two or more distinct tasks each of which can be matched with supplementary descriptions in different index entries.

For example:

Title response: Domestic
Task response: kitchen and laundry work

This record has two definite codes relating to different unit groups in the same minor group. The task *kitchen work* coupled with the title *Domestic* has the definite code 8919 while the task *laundry work* coupled with the same title has the definite code 8917.

First-stage coders have to choose between two or more definite codes by using the rules described in Sections 5.9.3 to 5.9.6 of the *Reference Guide*.

Potential Codes**1.2.2 Potential Codes**

A code is *potential* if there is some specific additional information which you require from the respondent in order to be certain that the code is correct. That is, the information in the record suggests that the code may be correct, but is insufficient to indicate that it is certainly correct.

As you are aware, many look-up titles require additional task or industry information to be coded, with certainty, to unit group level. When such information is missing from a record, it is often possible to identify two or more competing *potential* unit group codes.

For example, the title *Guillotine Operator* without additional information has three potential codes. In the *ASCO Coding Index* you will find three entries containing this title, each with a different supplementary description and a different code. The first applies to operators in the bookbinding and printing industries (code 4507), the second to operators cutting metals (code 4203) and the third to operators cutting wood (code 7413).

Without task or industry information, the look-up title *Operator, Guillotine* cannot be coded even to major group level since the three potential codes are not all in the same major group. The first-stage coder would refer such a record for query resolution. Whether or not a code could ultimately be assigned would depend on the query resolver's ability to obtain further information about the respondent's occupation.

However, potential codes at the unit group level can sometimes imply a definite code at a higher (major or minor group) level of the classification. For example, the look-up title *Domestic* without task information has four potential codes at unit group level (8301, 8919, 8917, 8921). Because these four unit groups belong to a single major group (*Labourers and Related Workers*), the code which applies to that major group is a definite code for the record concerned. The first-stage coder would assign the major group code 8000 to such a record using the *NAI* entry.

1.2.3 Adequate Records

Adequate Records

Adequate records are records containing enough information to be coded, with certainty, to the unit group level of ASCO by someone with expert knowledge of the Australian labour force and the occupation classification.

Most adequate records can be coded without this expert knowledge in first-stage coding using the standard procedures described in the *Reference Guide*.

A few adequate records, however, will be referred to you because they cannot be processed using standard procedures. These include:

- occupation titles not covered by the index; and
- occupation titles covered by the index with detailed additional task or industry information that does not match any supplementary description.

Inadequate Records **1.2.4 Inadequate Records**

Inadequate records are records containing insufficient information to be coded, with certainty, to the unit group level of ASCO. These include:

- occupation titles covered by the index which lack the additional information required to match supplementary descriptions, and there being no *NAI* or *except above* entries; and
- missing titles or titles which the coder is directed to disregard with little or no useful task information.

The steps in query resolution are partly determined by the adequacy of occupation information in the record. Some steps are appropriate to both adequate and inadequate records. Others are more appropriate to one category than the other.

In Chapter 3 you will learn about the steps which should be taken to resolve a query and the type of record to which each step applies.

2 DOCUMENTS REQUIRED IN QUERY RESOLUTION**DOCUMENTS
REQUIRED**

In addition to this guide, the query resolution process requires access to the following documents:

- *ASCO Coding Index*;
- *ASCO Coding Index: Numerical Order (or Numeric Index)*;
- *ASCO (First Edition) Statistical Classification (ABS Catalogue No. 1222.0)*; and
- *ASCO Keyword Index of Unit Group Tasks (ABS Catalogue No. 1228.0)*.

An overview of the content and use of each of these documents in query resolution is presented here. More details on their various applications are provided in Chapter 3 of this guide.

2.1 ASCO Coding Index**ASCO Coding Index**

The *ASCO Coding Index* is the most important tool in query resolution. Entries in this index can be used to suggest *potential codes* for records in a form not suitable for processing using the matching rules and standard procedures described in the *Reference Guide*. Potential codes derived from non-standard matching procedures must always be checked against other ASCO publications (see Section 3.6).

For example, the first-stage rules which require exact matching of entry titles and which restrict the use of *NAI* entries to records with no additional information of the type specified are both relaxed in query resolution. Use of the *ASCO Statistical Classification*, and your knowledge of the conceptual and structural basis of *ASCO* enable you to make a more informed decision about the suitability of any potential code than would be possible in first-stage coding.

Similarly you will find that, in query resolution, you can use more discretion when using industry and employer responses. In some situations you will be permitted to match these responses with text which is not underlined in the index entry, because you will be taught the underlying principles for discriminating between legitimate and illegitimate use of industry information.

2.2 ASCO Coding Index: Numerical Order**Numeric Index**

As described in Section 5.6 of the *Training Guide*, the *Numeric Index* is particularly useful for comparing index entries under two or more codes to decide to which unit group a particular record should be assigned. This procedure is used by first-line coders. In resolving queries you will learn (Chapter 3.6) to use the *Numeric Index* to check all codes which are not derived from the standard procedures described in the *Reference Guide*.

**Statistical
Classification**

2.3 ASCO Statistical Classification (First Edition)

This publication is an important tool in query resolution. It is useful for checking potential codes derived from the *Coding Index* by non-standard matching procedures. It can also help you identify potential codes for records that are not covered by the *Coding Index*.

However, the dangers of using the *Statistical Classification* as the primary coding document cannot be exaggerated. It is known that occupations are named and described in a variety of different ways by respondents. We know, for example, that some members of the Australian labour force who describe themselves as *labourers* operate plant or machinery and therefore belong to the Major Group 7 *Plant and Machine Operators* rather than Major Group 8 *Labourers and Related Workers*.

Similarly, some people who describe themselves as *managers* perform only non-managerial tasks. Many small shopkeepers fall into this category. Such people belong to Major Group 6 *Salespersons and Personal Service Workers*. Other people who describe themselves as *shop managers* perform managerial tasks such as *supervising staff, bookkeeping, ordering stock*, and, more generally, *administration or running the business*; these belong to Major Group 1 *Managers and Administrators*.

Thus, it is important to recognise that even when the look up title is identical to an occupation in the ASCO structure, it does not refer to the same occupation, or group of occupations if an entirely different set of tasks is involved. For this reason, entries in the *Coding Index* require matching of task as well as title information.

The *ASCO Statistical Classification* comprises three parts:

- The Conceptual Basis of the Classification
- Structure and Group Definitions; and
- Keyword Index of Structure Titles.

**Conceptual Basis
of ASCO**

2.3.1 Conceptual Basis of the Classification

The *Conceptual Basis of the Classification* is essential preliminary reading for query resolvers. To resolve queries accurately, you must understand the concepts on which the classification is based and the issues related to their application.

This part of the *Statistical Classification* defines occupation in terms of the tasks performed and describes the grouping of occupations according to the skill level and type of skill specialisation associated with those tasks. The hierarchical structure of the classification based on these broad concepts is also explained. To assign codes to records not covered by the *Coding Index* you must be aware of these underlying structural issues.

2.3.2 Structure and Group Definitions

Structure and Group Definitions

This part of the *Statistical Classification* provides a profile of the ASCO Structure and the associated code conventions. It also provides a listing of all *Structure titles*, in successively greater detail, for each of the four levels in the classification, namely:

- Major groups (8);
- Minor groups (52);
- Unit groups (282); and
- Occupations (1079).

You will recall that *Structure titles* are official titles used in ASCO to describe the 1079 occupations in the Australian labour force and the unit, minor and major groups to which these occupations belong. Each occupation has a *principal* title (and sometimes also one or more *alternative* and *specialisation* titles). *Structure titles* do not correspond, on a one-to-one basis, to titles used in everyday language; therefore not all principal occupation titles in the ASCO Structure appear in the *Coding Index*, which is primarily an index of titles in common use.

The lack of correspondence between *Structure titles* and titles used by respondents means that the *Structure and Group Definitions* should never be used in isolation as a coding device. However this part of the *Statistical Classification* can help to resolve certain types of coding query since it provides a definition of each major, minor and unit group and describes the tasks most commonly performed in that group. Like the *Numeric Index*, it can help you decide whether a code is suitable for a particular record.

Query resolvers refer frequently to the structural lists, definitions and descriptions in the *Statistical Classification* to identify or confirm the groups to which records belong.

2.3.3 Keyword Index of Structure Titles

Keyword Index of Structure Titles

The *Keyword Index of Structure Titles* contains all the official occupation titles in the Structure together with their corresponding occupation level (six digit) codes. Each principal, alternative and specialisation title is listed under the *keywords* that it contains.

Keywords are words other than prepositions, conjunctions, definite and indefinite articles (*of, for, and, the* etc.). The keywords themselves are listed in alphabetical order. Thus the title *Clerk of the High Court* is listed under *clerk, court* and *high* but not under *of* or *the*.

The *Keyword Index* can help you resolve queries by identifying possible titles in the Structure which might apply to the record. Like the *Structure and Group Definitions*, however, it should never be used alone as a coding device. To do so would result in many inaccurate codes being assigned.

**Keyword Index of
Unit Group Tasks****2.4 Keyword Index of Unit Group Tasks**

This is an index of all task words used in Unit Group Definitions in the *ASCO Statistical Classification*.

Task words in the Unit Group Definition are found in the *lead statement* and in the list of *primary tasks*. The task word is generally found in verb form (eg. assist, sell, dig) in the lead statement and in gerund form (eg. assisting, selling, digging) in the list of primary tasks. Since the latter are more numerous, the gerund form is used for indexing purposes in the *Keyword Index of Unit Group Tasks*; for example, both *advise* and *advising* are indexed under the keyword *advising*.

The keywords in the index are arranged in alphabetical order. Each keyword is followed by a list of codes indicating the unit group definitions in which the task word occurs. Each code is followed, in turn, by the lead statement or list of primary tasks in which the task word occurs.

Sometimes the *Keyword Index of Unit Group Tasks* will enable you to match significant task words found in the title or task response with unit groups containing these words. This will help you to identify potential unit group codes when the record cannot be processed using standard procedures.

For example, you will find the task word *marking (out)* in the *Keyword Index*. You will see that there are eight occurrences of this word in the Unit Group Definitions. If this word were given in a sufficiently detailed task response (eg *marking out sheet steel*), you would be able to identify two or three potential unit group codes from the *Keyword Index*.

Discretion is needed in assigning codes to records by this method. Before deciding that a record falls into a particular unit group, it is necessary to read the entire Unit Group Definition to ensure the occupation information in the record is in no way inconsistent with that in the definition. If the match between the record and the definition is close, the code checking procedures described in Chapter 3.6 should then be followed.

3. MAIN STEPS IN QUERY RESOLUTION
MAIN STEPS

This chapter outlines the main steps in query resolution. It provides a general strategy which is applicable to all coding queries. However, some common occupation responses, which are known to be difficult to code, are dealt with in more detail in Chapter 4. These include the following occupation titles:

Clerk (General Clerk)
 Director
 Engineer
 Labourer
 Machine Operator
 Manager
 Owner
 Partner (Business Partner)
 Plant Operator
 Proprietor (Business Proprietor)

If you have a query relating to one of the above, you should refer to the appropriate section of Chapter 4 as well as this chapter.

You should also refer to Chapter 4 (particularly 4.3.1) if you have a query relating to any occupation title which sounds managerial.

The ten main steps in query resolution are summarised in the table below. Most queries will be resolved using only a few of these steps. In doubt, you should follow the steps in the sequence suggested.

The table shows the principal type of record, title or code to which each step applies. Note that a distinction is made between **records** and **titles** since the table must cater for all types of record, including those which yield more than one look-up title and those which yield no title, using the standard procedures of first-stage coding as outlined in the *Reference Guide*.

Main Steps In Query Resolution	Use This Step When You Have:
1. Repeating Standard Procedures of First-Stage Coding	records which yield at least one look-up title using standard procedures
2. Using the Look-up Title to Identify Potential Codes	titles for which Step 1 does not yield a code and for which entry titles exist in the index
3. Using an Alternative Title to Identify Potential Codes	titles for which Steps 1 and 2 yield no code (including those with a look-up title not in the index); records with no title and with tasks from which look-up titles cannot be created using standard procedures

- | | | |
|-----|--|---|
| 4. | Using the Statistical Classification to Identify Potential Codes | titles or records for which steps 1-3 yield no code |
| 5. | Choosing the Most Specific Code | records with 2 or more codes, where one is definite and nested inside the others |
| 6. | Checking Codes | codes obtained using non-standard procedures (Steps 2-4) |
| 7. | Choosing Codes on a Probability Basis | records with 2 or more competing potential codes |
| 8. | Choosing the Code with the Lowest Leading Digit | records with 2 or more codes in different major groups where the code with the lowest leading digit is a definite code; some managerial titles with competing potential codes |
| 9. | Using the Order of Precedence in Major Group 5 | records with 2 or more non-nested codes in Major Group 5 and no other code with a leading digit lower than 5 |
| 10. | Coding to Major or Minor Group Level | titles or records with insufficient data to code to unit group level; records with 2 or more codes in one major group not resolved by Steps 5-9 |

 Step 1

 3.1 Step 1: Repeating the Standard Procedures of First-Stage Coding

The first step in resolving almost all queries is to ensure that the coder has correctly followed the standard procedures of first-stage coding using the *ASCO Coding Index*.

Even records which are clearly inadequate may be covered by *NAI* or *except above* index entries. Therefore, it is important to confirm that no code can be found by matching an index entry in the usual way.

You should follow Step 1 for all records which yield a look-up title using standard procedures; ie records in which a title is given and records which have no title but contain a task description from which a look-up title can be created using the techniques described in the *Reference Guide*.

In this step you should repeat all the procedures which first-stage coders are expected to follow including, if necessary, looking for a new matching entry when following a directive or when checking any *Basic Word Equivalents*.

If you are able to assign a code and the query is not a legitimate one, you should explain to the coder how you were able to do so. This will reduce the number of similar queries arising in the future.

If a query is legitimate you must try to identify **potential** codes for the record using Steps 2 to 4. Finally you must follow Steps 5 to 10, as necessary, to select the best code from those you have identified.

Some multiple titles may be referred to you because not all the titles given by the respondent are covered by the index. In such cases you should use standard procedures to find codes for titles that are covered, then you must try to identify **potential** codes for the other title(s).

If a title has been given (singly or as part of a multiple title) for which you cannot find a code using standard procedures, you should go to:

1. **Step 2 If:**

- a) the look-up title matches an entry title in a block of index entries;

OR

- b) the look-up title matches an entry title in only one index entry and that entry contains either:

- i. a supplementary description that does not match the additional information in the record;

OR

- ii. a directive to code to another basic word or entry title which does not lead you to a new matching entry with a code.

2. **Step 3 If:**

- a) there is no matching entry title in the index;

OR

- b) the look-up title matches an entry title in only one index entry and that entry directs you to disregard the title and there is no further title or task information in the record.

If neither title nor task description has been given by the respondent and you cannot obtain further information about the respondent's occupation, there is little point in proceeding beyond Step 1. In such a case, you should treat the record as uncodable. Usually this means you will assign the code 0000 to the record.

Similarly, if a matching index entry directs you to disregard the look-up title, and there is no other title or task information in the record, you should treat the record as uncodable.

Step 2**3.2 Step 2: Using the Look-up Title to Identify Potential Codes**

Even when you have not found a code for a particular title using standard coding procedures, you may still be able to identify some **potential** codes using the *Coding Index*.

Step 2 is used for almost all look-up titles with a matching entry title for which Step 1 has not yielded a code. The exception is the look-up title which occurs in only one index entry where that entry has no code and a directive to disregard the title. In this case you should omit Step 2 and, provided there is no additional title or task information in the record, go straight to Step 3.

If the matching entry title occurs in a number of index entries, you should now look at each supplementary description, in turn, to see how closely it fits the record.

The occupation information contained in the record may be contradictory, ambiguous or incomplete so that you are not sure which, if any, of the supplementary descriptions in the block provides a suitable match. In such a case, you may find the *Numeric Index* or the Group Definitions in the *ASCO Statistical Classification* helpful. The use of these documents is more fully explained in Steps 4 and 6.

You may identify one or more entries which could refer to the occupation described in the record. Although you may require more information from the respondent to be certain of the accuracy of the code, you may be able to identify one or more **potential** codes for the title in question.

Note: You should never assign a potential code to a record until you have followed the checking procedures in Step 6.

Sometimes standard matching procedures clearly prevent you from matching additional information in the record with any of the supplementary descriptions but it is obvious that you would have a close match if you were allowed to use industry information or an *NAI* entry. In 3.2.1 and 3.2.2 below, you will learn how these may be used by query resolvers in certain restricted circumstances.

Using Industry Information**3.2.1 Using Industry Information**

Occupation and industry are often confused, a fact which can cause problems in occupation coding. In ASCO, occupation is defined in terms of tasks performed by workers. Industry is usually defined in terms of the goods or services produced by an establishment. For example, someone who is employed by a school to clean its buildings is employed in the education industry whereas someone else who cleans in a plastics factory is employed in the manufacturing industry. Both have the occupation of *Cleaner* and should be given the occupation code 8301.

The use of industry information in occupation coding is fraught with difficulty because many occupations, especially at the higher skill levels, are found in a variety of industries. For example:

- Insurance Clerks are not the only clerks who work in the insurance industry. You will also find Accounts Clerks, Filing Clerks and Personnel Clerks working in that industry. Similarly you will find that personnel consultancies employ clerks other than Personnel Clerks, and that the government statistical agency (ABS) employs many clerks other than Statistical Clerks.
- Hotel Managers are not the only managers who work in hotels. You will also find, for example, Security Managers in some of the larger hotels. Likewise a manager in a factory is not necessarily a Factory Manager. He or she could be a Sales and Distribution Manager or a Personnel Manager.
- Electrical Engineers are not the only engineers working for electricity supply authorities. Civil Engineers, among others, may also work for such organisations.

Owing to problems of this sort, the use of industry information in occupation coding is strictly limited in first-stage coding. The index designers have specified which information can be obtained safely from responses to the industry and employer questions by underlining the relevant text.

Generally speaking, it is safer to use industry and employer responses for coding the less-skilled occupations in Major Groups 7 and 8 (and to a more limited extent Major Group 6) than for occupations in the other major groups.

For this reason many index entries with codes beginning with 6, 7 and 8 allow the use of industry and employer responses, for example:

6501	Dealer, <u>Amway</u>
7399	Attendant, <u>Precipitator/ore processing</u>
8923	Lifter/ <u>railway</u>

In resolving queries you must give careful consideration to the use of industry and employer responses. While there are many occupation titles pointing to Major Groups 6, 7 and 8 for which you can safely use industry and employer responses, there will be a few queries relating to more skilled occupations where you can also use these data items.

Although it is difficult to generalise about such queries, the following hypothetical record serves as an example:

Title response:	Therapist
Task response:	-
Industry response:	Physiotherapy Clinic

You are justified in applying the code 2313 for *Physiotherapist* to this record because the probability of another kind of therapist working at a Physiotherapy Clinic is fairly low.

However, in the absence of other title or task information, you cannot assume that a *therapist* working for the *Department of Occupational Health and Safety* is an *Occupational Therapist*. That department could employ many kinds of therapist including Physiotherapists and Psychotherapists.

If, in a particular case, you think it safe to use industry information, you should treat the code associated with the selected index entry as a **potential** code.

If industry information in a record is ambiguous or open to interpretation, you should always ignore that information. However you should still try to identify one or more potential codes from the index, using the remaining occupation information in the record.

Using *NAI* Entries

3.2.2 Using *NAI* Entries When Additional Information Is Not Useful

Records may be referred to you because they contain additional information and so cannot be matched with an *NAI* entry. In certain circumstances you should identify the code associated with that entry as a **potential** code. You should do so if you think the additional information is not useful in coding to ASCO.

Example 1

Title response: Council Labourer
Task response: Outdoor work
Industry response: -
Employer response: Bloggsville Shire Council

The coder would refer this record to you because it has some limited information in the task and employer responses. Neither of these responses could help you select a unit group code from those listed in the index under *Labourer, Council*. You could, however, identify the Major Group code 8000, associated with the *NAI* entry, as a potential code. This would be legitimate if you could not obtain additional information to help you identify the correct unit group code.

In some cases you may be able to contact the respondent or the employer to get additional information, without breaching confidentiality. In other cases you may be able to use your general or local knowledge of the labour force to find the correct unit group.

Here is an example where local knowledge would help you assign the correct unit group code:

Example 2

Title response: Engine Driver
Task response: Driving engine
Industry response: -
Employer response: SECWA

The *NAI* entry under *Driver, Engine* has the code 7107 since most respondents using this title are train drivers (to which this code applies). A first-stage coder could not match the above record with the *NAI* entry because of the additional information in the employer response. If the coder did not know the meaning of *SECWA*, the record would be referred to you. If you had the necessary local knowledge, you would reject the default code 7107. You would assign the correct unit group code of 7301 (power generation) knowing that the respondent worked for the *State Energy Commission of Western Australia (SECWA)*.

Note: For the purpose of matching with an *NAI* entry, you should never treat a second title in a record as irrelevant information, unless it is one of the vague titles listed at the beginning of Chapter 3. Most of these are titles which coders are instructed to ignore in a multiple-title response. Generally, you should try to find a code for each title given in a multiple-title response.

3.2.3 Cases Where the Entry Title Is Not Helpful

Entry Title Not Helpful

As a query resolver, you can exercise discretion in using *NAI* entries and industry information where the first-stage coder is not allowed to do so. In addition, you have access to the *ASCO Statistical Classification* and other resources, which are not available to the first-stage coder. Nevertheless there will be times when you cannot identify any potential codes from the index using the matching entry title.

Sometimes additional information in the record clearly does not match any supplementary description and there is no default entry.

Sometimes you will rule out all index entries in the block after comparing additional information in the record with the relevant Unit Group Definitions in the *ASCO Statistical Classification*. (You will be given more details about how to use the *ASCO Statistical Classification* for this purpose in Steps 4 and 6.)

If Step 2 fails to provide you with any potential codes for the record, you should go on to Step 3.

3.2.4 Summary: Using the Entry Title

Summary: Step 2

Step 2 applies to most look-up titles with matching entry titles in the index for which Step 1 did not yield a code. It does not apply to titles which occur in only one index entry where that entry directs you to disregard the title.

After Step 2:

- if you have not identified at least one code for each look-up title, go to Step 3.

- if you have identified only one possible code for the title, go to Step 6; or
- if you have more than one code to choose from, follow Steps 5 to 10, as appropriate, to select the best code.

Step 3

3.3 Step 3: Using an Alternative Title to Identify Potential Codes

This step is necessary for many records containing title or task information which is not covered by the *Coding Index* and hence for which neither Steps 1 and 2 can provide a code.

In general, when a title or record is not covered by the index, you should try to find a **potential** code by creating a new title using as much occupation information in the record as is needed. As a query resolver, you may use all the information in the title and task responses to create a new title. If you can create a new title, you should look it up in the index.

Title Synonyms

3.3.1 Using Title Synonyms

Step 3 is most useful when the record contains detailed occupation information. Very often the description given by a respondent has a commonly used synonym which can be found in the index. In some cases, you will find no match under the basic word given by the respondent but the qualifying words in the response appear in the index under a different basic word. Of course the title is only synonymous if the index entry refers to the same ASCO occupation.

For example, before the entry *Supervisor, Front End* was added to the index, a record containing this title would have required query resolution procedures. The coder would have found no suitable matches under the basic word Supervisor. As the query resolver, you might be aware of two index entries in which the qualifying words front end occur:

6403	Controller, Front End
7201	Driver, Front End Loader

These entries have different codes because the occupations to which they refer belong to different major groups in ASCO (one being in sales, the other in plant operation). The title *Front End Supervisor*, however, is actually used of persons who supervise check-out operators in supermarkets and is an alternative to the title *Front End Controller*.

Careful consideration of all the evidence is necessary, therefore, when searching for a synonymous title using a different basic word from that given in the look-up title. If you find a title in the index which could be synonymous, you should treat the code associated with it as a potential code. This means that you should not assign the code to the record until you have followed the checking procedures in Step 6.

Sometimes you will look at an occupation description in the record and recognise immediately an alternative description for a title you have seen in the index. At other times, you will hypothesise that an alternative can be found by looking in the index under a particular basic word.

Often you will need to make only minimal changes to the look-up title to find a matching index entry.

For example, you might change the basic word from *Officer* to *Clerk* if the tasks appear to be clerical, or from *Controller* to *Supervisor* if the tasks appear to be supervisory.

Here are more examples of plausible alternative titles. The index entry *Warden, Park* could be synonymous for the response *Park Superintendent* while the entry *Dealer, Foreign Exchange* is an alternative to the response *Foreign Exchange Trader*.

At other times you will need to make more comprehensive changes to the occupation description given by the respondent, using both a new basic word and new qualifying word(s), to generate an alternative title.

3.3.2 Missing or Vague Titles

Missing or Vague Titles

For records in which the **respondent has given no title**, you may be able to create one from a task description. In so doing you are not limited by the rules which apply to first-stage coders.

For example, the task response *processing vehicle insurance claims* can only be converted by the first-stage coder into a title by changing the task word *processing* to the basic word *Processor*. The record would be referred to you because no suitable matches would be found under this basic word. As the tasks are plainly clerical, you, the query resolver, could search the index for a synonymous title, under the basic word *Clerk*. (You would in fact find the entry *Clerk, Claims*).

You may even **replace vague titles** which occur in the index but have detailed, non-matching task information, with an alternative title generated largely from the task response.

Example 1

Title response: Labourer
Task response: Tailing-out

In this case you would find no suitable matches under the basic word, *Labourer*. By ignoring the vague title and converting the task response to the title *Tailer-Out*, you would find a matching index entry with the four-digit code 8199.

You should not, however, over-ride the title response with task information unless the title contains little or no useful occupation information.

**Non-Matching
Qualifying Words****3.3.3 Non-Matching Qualifying Words**

Look-up titles not covered by the index include titles that contain a basic word which does occur in the index but cannot be matched with any entry titles because they include non-matching qualifying words.

If, as a query resolver you encounter such a title, you may use your discretion to ignore the qualifying words and search the index, under the same basic word, for an entry title whose qualifying word(s) closely match the occupation information in the record. In this way you may identify one or more potential code(s) for the record.

Qualifying words which can be safely ignored, to effect a match with an entry title, would rarely contain much information about the occupation or tasks performed. Generally you should not ignore a qualifying word if it is simply unfamiliar or its meaning is obscure. Such words may tell us something about the occupation and, where the meaning cannot be clarified, it is better to code to a higher level of the classification (major or minor group) or even to leave the record uncoded.

Here is an example of a record with a qualifying word which contains little occupation information:

Example 1

Title response: Duty Clerk
Task response: Admitting patients on ward

Following the rules of first-stage coding, there is no matching index entry for this record. The query resolver might decide to ignore the qualifying word Duty and look for another entry title, under the basic word Clerk, whose qualifying word(s) closely match other occupation information in the record. He/she would find the following entries:

5601 Clerk, Admissions
5601 Clerk, Hospital/admissions or ward
5601 Clerk, Ward

Since the occupation information in the record closely matches the qualifying words in each of these entries, the associated code should be identified as a **potential** code. (The fact that all three entries have the same code, in this case, provides further evidence of its suitability for the record.)

Note: Where it is possible to identify one close-matching entry from the *ASCO Coding Index*, it is often possible to identify similar-sounding occupations with the same code by referring to the *Numeric Index*. The query resolver should also read the *Group Definitions* for all potential unit groups identified by this method. The exact checking procedures you should follow are described in Step 6.

Example 2

Title response: Hospital Clerk
 Task response: Preparing roster for nursing staff

Once again there is no matching index entry for this record since the matching entry title has a supplementary description which clearly does not fit the additional task information. Therefore, you cannot assign the code 5601 to this record. Instead you might decide to look for another index entry under the basic word *Clerk* (temporarily ignoring the qualifying word *hospital*) whose qualifying words closely match the task response. You would find one such entry:

5905 Clerk, Roster

You would, therefore, identify 5905 as a potential code for this record. Once again, you would probably, at this point, check the *Numeric Index* and the Unit Group Definition in the *Statistical Classification* (Step 6) to identify other occupations assigned to this unit group and to ensure that tasks performed are consistent with the tasks described in the record.

3.3.4 Obtaining Additional Information for Unfamiliar Titles

Additional Information

Quite clearly your ability to find alternative titles will depend on your knowledge of the labour force and the index. However, some titles with adequate information will have no alternative form in the index, neither under the basic word given, nor under any substitute basic word. Before it was added to the index, the title *Operator, Vibroseis* was in this category. The title refers to a single occupation involving the operation of a truck-mounted device for detecting minerals in the ground.

If you do not know the type and range of tasks covered by an unfamiliar occupation title, you should try to obtain this additional information. You may be able to contact the respondent, or an employer or business organisation, to obtain the necessary details. This may help you find an alternative title in the index.

When you cannot obtain any additional details about an unfamiliar occupation, you may have to leave the record uncoded. However, if the record contains a distinctive noun, adjective or verb (eg *vibroseis*, *tailing* etc.) relating to the occupation, you should go on to Step 4 as you may able to find this keyword in the *ASCO Group Definitions* or the *Keyword Index of Structure Titles*.

3.3.5 Summary: Using an Alternative Title

Summary: Step 3

Step 3 is used to produce potential codes for records containing detailed occupation data that can be used to create alternative titles for searching the *Coding Index*.

After Step 3:

- if you have a title (or alternative title) for which you have not found a code in the index, go to Step 4 (this applies also when you have a multiple title and have not found a code for all of the titles);
- if you have identified a single possible code for the title, go to Step 6, or
- if you have identified more than one possible code, follow Steps 5 to 10, as appropriate, to select the best code.

Step 4

3.4 Step 4: Using the Statistical Classification to Identify Potential Codes

This step is necessary if you have a record, or an unusual title, for which you are unable to identify any definite or potential codes using the index. This is usually occurs when records contain very limited amounts of occupation information as it is rarely possible to think up alternative titles for such records. Records with no title and limited task information are good examples.

This step may also be helpful for some vague titles such as *Clerk* and *Labourer*, listed at the beginning of Chapter 4, where there is little or no additional information. However, note that, for all ten vague titles in this list, it is important to consult the relevant section(s) of Chapter 4, when identifying potential codes from the *ASCO Statistical Classification*. It is particularly important to do so for managerial-sounding titles. The *Classification* contains fewer managerial titles than the *Coding Index* and may lead you to the wrong code if it is not used in conjunction with the methods described in Chapter 4.3.

For such inadequate records you may be able to narrow down the choice to a single major or minor group, or even a single unit group. You can often do this by comparing the occupation information in the record with Structure titles, or with group definitions and associated task descriptions in the *ASCO Statistical Classification*.

Searching for a Keyword

3.4.1 Searching for a Keyword

You may be able to find the correct unit group code by searching the *Keyword Index of Structure Titles* for a word found in the title or task response. You can look for a whole word, or for the stem of a word, describing the occupation or the main task performed.

It is usually a good idea to select a title or task word (or part thereof) which is distinctive and therefore limited to a few occurrences in the *Keyword Index*. An example is found in the task response *tailing out* (see 3.3 above). If you had not converted this task response directly to the title *Tailer-Out*, you could still have found the correct code by

searching the *Keyword Index* for the character string *tail*. You would have found the keyword *Tailer* which, in fact, appears in only one Structure title. Keywords in this index can be located quickly as they are alphabetically sorted.

When a task word you are searching for does not appear as a keyword, it may still be worthwhile to search for this word in the *Statistical Classification*. Task words can be found in each unit group definition, both in the lead statement and in the associated primary task description.

Of course, such a search would take a long time if you were to read all the group definitions. Therefore you should restrict your search to those areas of the classification which seem most relevant. You may, for example, decide to look for task words in the unit group definitions of one, or perhaps two, minor groups. If you find the word(s) you are looking for, you may be able to identify a potential unit group code for the record.

The *ASCO Keyword Index of Unit Group Tasks* may assist in this process. This publication contains an alphabetic list of all task words which occur in unit group definitions with a statement of the particular unit groups to which these words belong.

3.4.2 Comparing Occupation Data with Group Definitions

Using Group Definitions

Even when you are unable to find particular task words in the *ASCO Statistical Classification*, you may still be able to use the latter to identify the major, minor or unit group to which the respondent belongs. This will depend on the total amount of occupation information in the record and your knowledge of the Structure.

Sometimes you will be able to identify the correct unit group through a process of successive approximations. You might begin by looking at the list of major groups in the *Classification* and identifying one or more possibilities. You should then read the definition of each selected major group and compare it with the occupation information in the record.

If your selection sounds plausible, you should look at the list of minor groups in that major group. Again you must read the minor group definitions to confirm your choice; then you should try to identify some unit groups and confirm those by reading the relevant unit group definitions.

Example 1

Title response:	Pilot/Technician
Task response:	Operating remote control underwater vehicle
Industry response:	-
Employer response:	ABC Enterprises

You might decide that this record could be assigned to either of two major groups, depending on the skill level of the particular tasks performed. The respondent could belong either to Major Group 3, which contains many technical occupations, or to Major Group 7 which contains mobile and stationary plant operators.

By looking at the list of minor groups in each of these two major groups, you might identify two or three possibilities, for example:

32	Engineering and Building Associates and Technicians
33	Air and Sea Transport Technical Workers
73	Stationary Plant Operators.

Note that the minor group 72 *Mobile Plant Operators (Except Transport)* has been rejected on the grounds that the respondent works a remote control vehicle from a **plant at a fixed location**. Hence the plant operated is stationary rather than mobile (see Chapter 4.5).

By comparing the information in the record with that in the group definitions, you might identify some potential unit groups from these minor groups.

You would, of course, go on to check each potential unit group code using the procedures of Step 6 (then, if you still had several codes to choose from, you would make your choice, where possible, on the balance of probabilities - see Step 7).

Inadequate or Unusual Data

3.4.3 Dealing With Very Inadequate or Unusual Data

For records with very limited amounts of occupation information, the first decision, in using the *ASCO Statistical Classification* to identify potential codes, is whether there is enough information to assign a code at major group level. Because first-stage coders cannot make the final decision that a record is uncodable, records with very limited information will be referred to you. You must make the final decision whether a code should be applied, and if so, at what level of the classification.

To help you make this decision, you should always look at the **total** amount of occupation information given in the record.

If you can identify the major group, you will, at least, be able to select the major group level code as a potential code.

You should not assign any code obtained from the *Classification* until the code has been checked using the procedures of Step 6.

If you cannot identify any major group because the title and task information is extremely inadequate or unusual, you must treat that information as uncodable. This means that the record is uncodable even though, as with multiple titles, there may be other codes to consider. Dual titles, for example, may comprise one title which is codable to major, minor or unit group level and one which is not codable to any level of the classification. In such cases, you should not assign any code to the record.

3.4.4 Summary: Using the Statistical Classification**Summary: Step 4**

Step 4 is necessary for all records and unusual titles for which you have been unable to find any potential codes using the index.

You may be able to identify the correct major, minor or unit group by reading group definitions at successively more detailed levels in the *Classification*. Alternatively, you may be able to search for a particular title or task word in the *Keyword Index of Structure Titles* or in selected group definitions.

After Step 4:

- if you have not identified any potential codes, treat the record as uncodable (this applies even if you have a multiple title and have identified definite codes for all but one title);
- if you have identified two or more codes, one of which is definite (ie. identified in Step 1) and nested inside the other(s), go to Step 5;
- otherwise go to Step 6.

3.5 Choosing the Most Specific Code**Step 5**

You need only follow this step if you have identified two or more codes, one of which is definite and nested inside the other(s)

Remember that one code (code Y) is nested inside another (code X) when one of the following conditions is met:

Code X	Code Y (Nested code)
Major group code (eg. 8000)	Unit group code in same major group (eg. 8103)
Major group code (eg. 8000)	Minor group code in same major group (eg. 8100)
Minor group code (eg. 8100)	Unit group code in same minor group (eg. 8103)

In first-stage coding the more specific code (code Y) would always be selected. In query resolution a similar rule applies. However, when you have two codes to choose from, one of which is nested inside the other you should choose the more specific code (be it at minor or unit group level) only if it is a definite code; that is, the code has been extracted from the *Alphabetic Index* using the strict matching rules of first-stage coding outlined in the *Reference Guide*.

You should **not** assign the more specific code if it is only a potential one. Rather, you should go to Step 6 to check the potential code using the *ASCO Statistical Classification* and the *Numeric Index*. These procedures will help you decide the most appropriate code for the record. You may, in fact, decide to reject one or more potential codes at, say, unit group level, in favour of a definite code at a higher level of the classification.

If, after selecting the most specific (definite) code, there are no other codes to consider, you may assign this code to the record.

Having dealt with any nested codes, you may still have two or more codes to choose from. If these codes are **all definite** (ie. identified in Step 1), you should go directly to:

- **Step 8** when the codes are not all in the same major group;
- **Step 9** when the codes are all in Major Group 5; or
- **Step 10** when the codes are in one major group other than 5.

In all other cases you should go on to Step 6 to check each potential code which you are still considering.

Step 6

3.6 Step 6: Checking Codes

This step is necessary for all codes which you have identified using non-standard procedures (Steps 2 to 4). To check these codes, you must consult both the *ASCO Statistical Classification* and the *ASCO Coding Index: Numerical Order*.

These checking procedures cannot resolve the problem of data missing from the record. However, they are necessary to ensure that information present in the record is not at variance with group definitions, or with index entries bearing the same code which you are considering as a potential code.

In some cases, you will already have compared information in the record with group definitions and with Structure titles. In so doing you may have already ruled out some codes and selected others as potential codes. All that is now required for these records is that you check the *Numeric Index*. This will give you a comprehensive list of index entries under each code that you are considering.

Checking the *Numeric Index* will help you decide whether the record really belongs with other occupations in the major, minor or unit group you have selected.

If the respondent's occupation description is too dissimilar from others in the group, you would usually reject the code.

The exception to this rule is the case where the code is one ending 99. You may assign a record to a unit group with code ending 99, whether or not the occupation described sounds similar to other occupations in the

group, provided you are certain it belongs to the minor group in question and clearly does not belong to any other unit group within that minor group.

If you have extracted codes from the index using the non-standard procedures of Steps 2 or 3, you may not have checked these in the *ASCO Statistical Classification*. You should do so now.

First you must read the relevant group definitions to ensure they are not at variance with the information in the record. You may wish to read definitions for groups up and down the Structure (ie. at levels above and below the selected group). You may also wish to read definitions for adjacent groups (ie. at the same level as the selected group) to ensure that the selected group is the most appropriate.

Secondly, you should look at the Structure titles in each relevant group and in adjacent groups.

If the group definitions, Structure titles and titles in the *Numeric Index* all fit with the information in the record, then you have good evidence that the code is appropriate. If you are doubtful about the closeness of the fit, then you should reject the code.

Where there are two competing potential codes (in the same or different major groups), these checking procedures may provide support for one of the codes and lead you to reject the other.

However, you should remember that the managerial title with no task information is a special case. Where one of the potential codes commences with 15 or 16 and the competing code commences with a higher digit, you should reject the latter in favour of the managerial code. For many managerial-sounding titles, you will, of course, need to consult the *Numeric Index* and the *Classification* to confirm that the 15 or 16 code is more appropriate than any other managerial code. (The group definitions together with the special procedures outlined in Chapter 4.3 will help you make this decision.)

Where one or more potential codes are nested inside a definite, higher level code, the checking procedures may help you choose between them. If in doubt, you should always reject the potential code(s) in favour of the higher level (major or minor group) code.

If competing potential codes are in different major groups but **none** is supported by the *Numeric Index* or the *Classification*, you should leave the record uncoded. This is the correct procedure even when you are dealing with a multiple title and have another definite code to consider. The rule for multiple titles is that you assign, where possible, the code for the title with the highest skill level - see Step 8. However, this is not possible where you cannot identify the major group to which one of the titles belongs. Thus if you have one title which is codable to unit group level and one which is not codable even to major group level, you should leave the record uncoded.

Sometimes the checking procedures will support two or more competing potential codes for a title given singly or as part of a multiple title. In this case, you should go on to Step 7.

More often, the checking procedures will leave you with just one potential code, at major, minor or unit group level. In this case, the one potential code should now be treated as definite.

This code should be assigned to the record if there are no other definite codes to consider.

If you are dealing with a multiple title and now have one definite code for each title given, you should go on to:

- Step 8 when the codes are not all in the same major group;
- Step 9 when the codes are all in Major Group 5, or
- Step 10 when the codes are all in one major group other than 5.

Step 7**3.7 Step 7: Choosing Codes on a Probability Basis**

This step is necessary for all records where, after following the checking procedures, you still have two or more competing potential codes.

This step is not necessary for multiple titles where you have only definite codes to consider.

When there are competing potential codes, you may select one of these on a probability basis if occupation details in the record, or your knowledge of the labour force, suggest that one code has a very high probability of being correct.

For example, you might know that approximately 80 per cent of respondents using a particular occupation title belong to unit group X while the remaining 20 per cent belong to unit group Y. If you have no contrary evidence in a record containing this title, you should select the code for X.

Obviously, if there is evidence in the record that the respondent belongs to the minority occupation in unit group Y, you should select the code for Y.

Choosing between two codes on the basis of probabilities is only feasible when there is clear evidence in favour of one of the codes.

If you can identify the more probable code, you will normally assign that code to the record.

If you cannot identify the more probable code but the competing potential codes are all in the same major group, you should replace them with a single code at major or minor group level (see Step 10).

When you cannot identify the more probable code, and the competing potential codes are in **different** major groups, the record is usually uncodable.

The exceptional case is one involving a multiple title where the definite codes available are **all** at the same, or a higher, skill level than **any** of the potential codes. In such a case you should discard all the potential codes, then either assign the definite code if there is only one such code available, or go to Step 8, 9 or 10, depending on the major groups involved, if there are two or more definite codes.

3.8 Step 8: Choosing the Code with the Lowest Leading Digit

Step 8

This step is required for records with detailed occupation information for which there are two or more definite codes in different major groups. Generally this means that the record contains either a multiple title or a single title with multiple tasks and, as a result, there are two or more definite codes available. In all such cases the code relating to the most skilled task, or occupation, is applied.

Coding to the highest skill level is also required for certain inadequate records containing a single title and no task information. These records have two (occasionally more) competing potential codes in different major groups.

For example:

Title response: Receptionist-Home Help

This record contains two titles and no additional information. It has one definite and three potential unit group codes. From the index you can extract the definite code 5601 for the title *Receptionist* and three potential codes (6607, 6601, 8301) for the title *Home Help*. The latter is not codable without task information because the competing codes are in two different major groups and it is not possible to choose between them on a probability basis.

In this example, the definite code is at a higher skill level than all three potential codes so you would be justified in assigning the definite code 5601 for *Receptionist*.

However, if one of the potential codes were at a higher skill level than the definite code, you would leave the record uncoded.

If you can identify the code with the lowest leading digit and there is only one such code, you should assign it to the record.

In the rare event that you still have two or more codes to choose from (in the same major group), you should go on to:

- Step 9 if the codes are in Major Group 5, or
- Step 10 in all other cases.

Step 9**3.9 Step 9: Using the Order of Precedence in Major Group 5**

This step is necessary for records with two or more (non-nested) codes in Major Group 5 and no other code with a leading digit lower than 5. By applying the order of precedence, you will, in most cases, reduce the number of available codes to one.

If you have two or more non-nested codes commencing with 5, you should select whichever of the codes comes first in the following order of precedence.

1. codes commencing 5601
2. codes commencing 5101
3. codes commencing 5301
4. codes commencing 5303
5. codes commencing 59
6. codes commencing 55
7. codes commencing 5305
8. codes commencing 5105
9. codes commencing 5103
10. codes commencing 52
11. codes commencing 54
12. codes commencing 5603
13. codes commencing 5605

If applying the order of precedence leaves you with only one code for the record, you should assign that code.

Occasionally you will still have two or more codes to choose from. (This could arise if you had two unit group codes belonging to a single minor group in Major Group 5.) If this occurs, you should go on to Step 10.

Step 10**3.10 Step 10: Coding to Major or Minor Group Level**

This step is necessary for all titles and records with insufficient data to code to unit group level, where you can identify the minor group or major group to which the respondent belongs. In such cases you should assign a code at minor or major group level.

Step 10 is also necessary for records with two or more non-nested codes in one major group which cannot be resolved using Steps 6 to 9. The two codes may be at the same level of the classification (eg. both unit group codes) or at different levels of the classification (eg. one unit group and one minor group code). In either situation, you should choose the appropriate major or minor group level code, as shown in the table on the next page:

Codes Available	Code Selected
2 or more unit groups in same minor group (eg. 8101, 8103)	Minor group code (eg. 8100)
1 minor group and 1 unit group in a different minor group but in the same major group (eg. 8100, 8201)	Major group code (eg. 8000)
2 or more minor groups in same major group (eg. 8100, 8200)	Major group code (eg. 8000)

In most cases, the major or minor group code determined by the above process will be assigned to the record.

For example:

Title response: Factory Hand
Task response: Assembling and checking toys on production
line.

In this example, the respondents perform tasks associated with two different occupations; hence two definite codes are available - *8103 Hand, Factory/ assembly* and *8109 Hand, Factory/ quality control*. The coder should assign the minor group code 8100 to this record.

If, exceptionally, you still have other codes to consider after this step, the major or minor group code should be treated as **definite**. In such a case, you must return to a previous step (between 5 and 9 as appropriate) to determine which of the codes remaining should be assigned to the record.

DIFFICULT CASES**4. DIFFICULT CASES**

This section contains some further advice on occupation titles which are known to be difficult to code.

Many records which cannot be processed by first-stage coders contain vague titles and little or no task information. Here are some of the more commonly used titles in this category. Note that the first seven titles in the list are ones which should be ignored when given as part of a multiple title:

1. Clerk (General Clerk)
2. Labourer
3. Manager
4. Owner
5. Director
6. Proprietor (Business Proprietor)
7. Partner (Business Partner)
8. Engineer
9. Machine Operator
10. Plant Operator

Quite often, these titles are given with no task details or with a task response which merely repeats the information in the title response; for example, *clerical duties, labouring, engineering etc.*

Most are not codable, with certainty, even to major group level without details of the specific tasks performed. However, some can be assigned a major group code on a probability basis. In each case, you must decide whether to apply a major or minor group code or leave the record uncoded.

Clerk**4.1 Clerk**

Of the commonly used vague titles, *Clerk* is one of the few that appears in the index in an *NAI* entry with a higher level code. Although a few respondents use the title *Clerk* when it is clear from their tasks they do not belong to Major Group 5, the index entry *Clerk/NAI (about specific tasks)* has the major group code 5000. Without this entry, many inadequate records would be referred to you. The use of this higher level code means that a small proportion of records are coded to the wrong major group but many more records, which would otherwise be left uncoded, are coded correctly.

When a record containing the title *Clerk* or *General Clerk* is referred to you which also contains some task information, you may choose the major group code if you think the additional information is not useful.

On the other hand, you may be able to make use of the information to find a more specific code.

For example:

Title response: Clerk
Task response: Controlling fleet of vehicles.

This record would be referred to you because there is no matching index entry under the basic word *Clerk*. In cases like this, where there is detailed task information, you should disregard the vague title and try to generate a new title from the task response (see Chapter 3.3). You could, for example, create the title *Fleet Controller* from the task description in this record. There is a matching index entry for this title with code 5503.

4.2 Labourer

Labourer

There is no index entry *Labourer/ NAI (about specific tasks)* with a higher level code for two reasons. Firstly, it is recognised that a large proportion of people using this title operate plant or machinery and so belong to Major Group 7 rather than Major Group 8. As the query resolver, you are given the opportunity to check the occupation details before assigning the major group code 8000 on a probability basis.

Secondly, because an *NAI* entry would have the major group code 8000, there is a danger that it would be used by first-stage coders for records to which you, the query resolver, could assign a more specific code. You might, for example, recognise an employer's name in the record and thereby confirm that the labourer works in a factory. Since all factory labourers who give no task information should be assigned the code 8199, the lack of a higher level code entry means there is an opportunity to assign a more specific code at query resolution. Of course, if you are unable to make use of the industry or employer response, you can still assign the major group code 8000.

If the record contains detailed task information for which you can find no matching entry under *Labourer*, you may ignore the vague title and try to create a new one from the task response.

4.3 Manager, Owner, Director, Proprietor and Partner

Managers

There is no *NAI* entry with a higher level code for any of these single-word titles. The reasons are twofold: firstly, many respondents using these titles should be assigned to a major group other than Major Group 1. Most such respondents are in charge of small businesses but are mainly engaged in the work of the business (selling, hairdressing, cooking, driving etc.) rather than managerial or administrative tasks. Once again, you are given the opportunity to check the occupation details before assigning a managerial code which resolves the query in favour of the code at the higher skill level. Once again, you may be able to get further details of the occupation which will allow you to assign the respondent to the correct major group.

Secondly, there is a danger that an *NAI* entry with the major group code 1000 would be used by first-stage coders to code records which could be assigned a more specific code. Even without task information it may be possible to assign a code at unit group level to persons describing themselves as the *manager*, if the name of a retail or other business is given in the employer response.

Most persons describing themselves as *Managers, Owners, Directors, Proprietors* or *Partners* of small businesses, who give no task details, can be coded to a managerial unit group in Minor Group 15 or 16.

Those who mention any managerial or administrative tasks such as *running the business, managing the business, supervising staff, doing the books or ordering stock* (see chapter 4.3.1 below), are also given a managerial code but those who mention *only* the work of the business are coded to the non-managerial tasks performed, for example:

Business	Task	Correct Code
Retail Sales	Selling	6301 (Sales Assistant)
Transport	Driving bus	7101 (Bus Driver)
Hairdressing Salon	Cutting hair	4927 (Hairdresser)

If the record contains a description of the establishment managed but there is no matching index entry, you may be able to find an alternative title for the respondent (see chapter 3.3) under *Manager* using a synonym. For example you would not find the title *Proprietor, Petrol Filling Station* in the index but you would find the more commonly used titles *Manager, Service Station* and *Manager, Garage*.

Additional Steps for Managerial Titles

4.3.1 Additional Steps for Titles Which Sound Managerial

Many titles used by respondents sound managerial. For such titles, you should first try to find a code in the index by following Steps 1 to 3 as outlined in Chapter 3. If this does not produce any codes, you may consult the *Classification* (Step 4) but you should use it in conjunction with the strategy outlined below.

The *Classification* contains fewer *managerial* titles than the *Coding Index*. It was not designed primarily as a coding document and therefore cannot give the reader an appreciation of the importance of each *basic word, verb* and *object* in the title and task response when determining whether a respondent belongs to Major Group 1. Those basic words, verbs and objects which ASCO recognises as managerial are listed in the strategy below.

This strategy can help you decide not only whether the respondent belongs to Major Group 1 but, if so, whether the major group code 1000 or a more specific code should be assigned.

It may also be used to confirm a code identified from the index using non-standard coding procedures (Steps 2 or 3).

However, this strategy only applies to respondents who are **not** employed in Commonwealth, State or Local Government.

1. Check title and task responses.

To be managerial (ie. Major Group 1) the respondent must give one of the words in list (a) below as a basic word, **and**, if tasks are mentioned, satisfy the task rules outlined at (b) and (c) below:

(a) Managerial basic words

manager
owner
director
proprietor
partner
administrator
executive
head
chief

(b) Managerial verbs

If tasks are mentioned, there should be at least one task with a managerial verb from the list below:

manage
run
administer
organise
control
direct
co-ordinate

(c) Managerial objects

If that verb has an object, it must be a managerial object (either organisational or functional as listed below):

Organisational

business
department (except retail store)
division
branch
company
firm
resource(s)

Functional

finance
personnel/staff
marketing
production
supply
distribution
processing

Using the above lists, you will be able to establish whether or not the respondent is a manager (in ASCO terms) by answering the following questions:

- | | | |
|----|-------------------------------|--------|
| 1. | Non-government? | YES/NO |
| 2. | Managerial basic word? | YES/NO |
| 3. | Managerial verb? | YES/NO |
| 4. | Does the verb have an object? | YES/NO |
| 5. | Is the object managerial? | YES/NO |

Remember, if the answer to Question 1 is **NO**, this strategy does not apply.

The effect of these questions is illustrated by the following examples:

Example 1

Title response: Branch Manager
Task response: Organising business

- | | | |
|----|-------------------------------|-----|
| 1. | Non-government? | YES |
| 2. | Managerial basic word? | YES |
| 3. | Managerial verb? | YES |
| 4. | Does the verb have an object? | YES |
| 5. | Is the object managerial? | YES |

Therefore the respondent is in Major Group 1.

Example 2

Title response: Administrator, Wages and Salaries
Task response: Running pay system

- | | | |
|----|-------------------------------|-----|
| 1. | Non-government? | YES |
| 2. | Managerial basic word? | YES |
| 3. | Managerial verb? | YES |
| 4. | Does the verb have an object? | YES |
| 5. | Is the object managerial? | NO |

This respondent is **not** in Major Group 1 because the task is not managerial.

Example 3

Title response: Manager
Task response: Managing

- | | | |
|----|-------------------------------|-----|
| 1. | Non-government? | YES |
| 2. | Managerial basic word? | YES |
| 3. | Managerial verb? | YES |
| 4. | Does the verb have an object? | NO |

This respondent is in Major Group 1 because there is no information to indicate that the task is not managerial.

Example 4

Title response: Supervisor
 Task response: Organising and controlling assembly line

- | | |
|---------------------------|-----|
| 1. Non-government? | YES |
| 2. Managerial basic word? | NO |

This respondent is **not** in Major Group 1 because *supervisor* is not a managerial basic word.

2. Specialist or Generalist Manager?

Once you have established that the respondent is a manager (in ASCO terms) the next step is to establish whether he or she is a specialist or generalist manager.

A **specialist** manager has:

- functional qualifying word(s), or
- a managerial verb with either one or two functional objects.

For example:

Data Processing Manager
 Personnel Manager
 administering finances
 controlling supply and distribution
 managing data processing and finances

If you establish that the respondent is a **specialist** manager, he or she must belong to Minor Group 13 *Specialist Managers*. You will usually be able to select a particular unit group by referring to the *ASCO Statistical Classification* and the *ASCO Coding Index: Numeric Order*.

A **generalist** manager has no **functional** qualifying words and, if there is a managerial verb, either no functional objects or more than two.

Example 1

Title response: Manager
 Task response: Managing business

This record has no qualifying words and a managerial verb with organisational rather than functional objects. Therefore the respondent is a generalist manager.

Example 2

Title response: Company Manager
 Task response: Managing

This record has an organisational qualifying word and no managerial objects. Therefore the respondent is a generalist manager.

Example 3

Title response: Manager
Task response: Co-ordinating supply, distribution and finances

This record has no qualifying words and a managerial verb with three functional objects. Therefore the respondent is a generalist manager.

3. Scale of Enterprise Managed?

If you establish that the respondent is a **generalist** manager, you must now decide the scale of the enterprise managed. For our purposes the two possibilities are large and small.

The scale is **large** if the qualifying words or the object of the managerial verb indicate a large geographical unit or a large organisation or organisational component; for example:

regional
area
division

The scale is **small** if the qualifying words or the object of the managerial verb indicate a small organisational component or a small organisation; for example:

branch
boutique

In the absence of clear evidence about the scale of the enterprise, you should assign the major group code 1000. Note that words like *business*, *company* and *firm*, without additional information, do not indicate the scale of the enterprise.

You should code a generalist manager working for a **large scale** organisation to Unit Group 1201. This unit group, entitled *General Managers* in the *ASCO Statistical Classification*, applies to respondents who have specialist managers reporting to them.

If the scale is small, the respondent may belong either to Minor Group 15 or Unit Group 1601. The code 1601 applies in establishments which carry out activities other than retail trade or personal (ie face-to-face) services to the general public. The *Numeric Index* may help you to choose between codes commencing 15 and 16.

If you cannot be sure whether the correct minor group is 15 or 16, you should assign the major group code 1000.

Industry and employer information will help you to choose between unit groups in Minor Group 15. You should consult the group definitions and *Numeric Index* in making your choice.

4.4 Engineer

Engineer

There is no *NAI* entry for this single-word title mainly because, without task details, respondents are almost as likely to be tradespersons as professional engineers. Since the relative probabilities are difficult to determine without task information, a major group code is too risky. If you, the query resolver, cannot get more occupation details from the record, the respondent or the employer, the title *Engineer* must be left uncoded. However, if you can get a detailed task description, you may be able to create a new title from that description.

4.5 Machine Operator and Plant Operator

Machine and Plant Operators

Machine Operator and *Plant Operator* are commonly used titles which are often given with little or no additional information.

The response *Plant Operator* without task or industry information has a definite code 7000 because there are few plant operators in other major groups. Although operators of ships and aircraft belong to Major Group 3 *Para-professionals*, they create few problems in coding because they do not use the word *Operator* as their basic word.

However, many people who operate machines belong to major groups other than 7. *Business Machine Operators*, for example, belong to Major Group 5 (*Clerks*) while *Paper Guillotine Operators* and *Wood Turning Lathe Operators* belong to Major Group 4 (*Tradespersons*).

Nevertheless, inadequate records containing the title *Machine Operator* and no useful additional information, are assigned the major group code 7000 as this code still has a high probability of being correct.

Sometimes you will have additional information about the machine, plant or materials worked on which is difficult to interpret. In everyday use the terms *machine* and *plant* are often interchangeable but in ASCO these words have a precise meaning.

Mobile plant has an onboard engine and operator. The operator's main task is to operate the engine which enables the plant to move from place to place. Mobile plant operators are further divided according to the primary function of the plant.

If that function is to transport passengers or goods by road or rail, then the operator belongs to Minor Group 71 *Road and Rail Transport Drivers*.

If the mobile plant has a function other than transport, then the operator belongs to Minor Group 72 *Mobile Plant Operators (Except Transport)*.

Thus drivers of buses, trams, trucks, cars and locomotives belong to 71 while operators of bulldozers, forklifts, fire fighting equipment, harvesters etc. belong to 72.

Stationary plant is operated in a fixed location and requires the operator to sit within or to move about inside or outside it. Once activated, stationary plant will generally continue to function automatically, without direct intervention from the operator. The operator's main task, therefore, is to monitor the performance of the plant and to ensure that it is functioning correctly and safely. Minor Group 73 *Stationary Plant Operators* contains operators of the following types of plant: power stations, boilers, furnaces, drilling rigs and refineries.

Machinery is mechanical apparatus which is normally operated in a fixed location by an operator standing or sitting next to it. Generally a machine is smaller than plant and requires constant intervention from the operator in order to carry out its function.

Minor Group 74 *Machine Operators* contains operators of the following types of machinery: packing machines, sewing machines, plastic extruders, metal presses and moulding machines, to name but a few. This minor group excludes some more skilled occupations in which the principal task involves operating a machine, as noted above.

Hand-held tools which are portable and which have to be moved as part of their operation are not machines as defined in ASCO. Chainsaws, power drills and jackhammers are hand-held tools. People who use these tools as the principal part of their job are in major groups other than 7, depending on their skill level.

You should bear these definitions in mind when you are resolving queries relating to persons who indicate they operate plant or machinery. Note that most records for which you can identify the minor group also have enough information to identify the unit group. You will, therefore, assign most records containing the title *Machine Operator* or *Plant Operator* either a unit group code or the Major Group code 7000. Only rarely will you assign a minor group code.

**ASCO CODING SYSTEM
UNIT GROUP LEVEL
(Revised 1992 Edition)**

PART 6

CODING INDEX: NUMERICAL ORDER

Code Title/ Task or Industry Response

????	Agent, Advertising: Code to Manager, Advertising Agency
????	Agent, Bloodstock: Code to Agent, Stock
????	Agent, Car Rental: Code to Manager, Car Rental
????	Agent, Livestock: Code to Agent, Stock
????	Aircraftsman/ <u>air force</u> : Disregard Title
????	Aircraftswoman/ <u>air force</u> : Disregard Title
????	Airman/ <u>air force</u> : Disregard Title
????	Airwoman/ <u>air force</u> : Disregard Title
????	Ancillary, School: Code to Assistant, School
????	Apprentice/ except above: Disregard Title
????	ASO/ class 1-6 APS; operating machinery: Code to Operator
????	ASO/ class 1-6 APS; except above: Disregard Title
????	ASO/ class 7-8 APS; except above: Disregard Title
????	Assistant, Administrative/ except above: Disregard Title
????	Assistant, Branch/ <u>bank, building society or credit union</u> : Code to Clerk, Bank
????	Assistant, General: Disregard Title
????	Assistant, Spare parts: Code to Assistant, Sales
????	Assistant, Store/ retail store: Code to Assistant, Sales
????	Assistant, Supermarket: Code to Assistant, Sales
????	Assistant, Technical/ except above: Code to Technician
????	Bombadier: Disregard Title
????	Builder/ installing: Code to Installer
????	Captain/ <u>defence forces</u> : except above: Disregard Title
????	Clerk, <u>Building Society</u> : Code to Clerk, Bank
????	Colonel/ <u>defence forces</u> : except above: Disregard Title
????	Commander/ <u>defence forces</u> : except above: Disregard Title
????	Consultant, Scientific: Code to Engineer
????	Contractor, Building/ installing: Code to Installer
????	Contractor, Construction/ installing: Code to Installer
????	Contractor, Maintenance: Code to Contractor
????	Corporal/ <u>defence forces</u> : Disregard Title
????	Craftsman/ <u>army</u> : Disregard Title
????	Director, Company/ managerial tasks: Code to Manager
????	Director, Company/ except above: Disregard Title
????	Director, Managing/ except above: Code to Manager
????	Employee
????	Executive, Chief/ own business: Code to Manager
????	Gunner/ <u>army</u> : Disregard Title
????	Hand, Charge: Disregard Title
????	Hand, Leading: Disregard Title
????	Hand, Stock/ except above: Code to Storeman
????	Hostess/ fast food outlet: Code to Assistant, Sales
????	Keeper, Shop: Code to Manager, Shop
????	Keeper, Store/ shop: Code to Manager, Shop
????	Labourer, <u>Brewery</u> / except above: Code to Labourer, Factory
????	Leader, Squadron/ <u>defence forces</u> : except above: Disregard Title
????	Lieutenant/ <u>army</u> : Disregard Title

Code Title/ Task or Industry Response

????	Lieutenant/ <u>navy or air force</u> ; except above: Disregard Title
????	Lineperson: Code to Lineperson
????	Major/ defence forces; except above: Disregard Title
????	Manager, <u>Boutique</u> : Code to Manager, Shop
????	Manager, <u>Bowling Alley</u> : Code to Manager, Sports centre
????	Manager, Branch/ retail store: Code to Manager, Shop
????	Manager, Building Company: Code to Builder
????	Manager, Cafeteria: Code to Manager, Catering
????	Manager, Canteen: Code to Manager, Catering
????	Manager, Company: Code to Manager
????	Manager, Construction Company: Code to Builder
????	Manager, Dairy/ department store: Code to Assistant, Sales
????	Manager, Dairy/ <u>supermarket</u> : Code to Assistant, Sales
????	Manager, <u>Delicatessen</u> / except above: Code to Manager, Shop
????	Manager, General/ own business: Code to Manager
????	Manager, <u>Golf Course</u> : Code to Manager, Sports Centre
????	Manager, <u>Grocery/ department store</u> : Code to Assistant, Sales
????	Manager, Grocery/ supermarket: Code to Assistant, Sales
????	Manager, <u>Grocery</u> / except above: Code to Manager, Shop
????	Manager, <u>Gymnasium</u> : Code to Manager, Sports Centre
????	Manager, <u>Hardware/ department store</u> : Code to Assistant, Sales
????	Manager, <u>Hardware</u> / except above: Code to Manager, Shop
????	Manager, <u>Health Centre</u> : Code to Manager, Sports Centre
????	Manager, Project: Code to Manager
????	Manager, <u>Recreation Centre</u> : Code to Manager, Sports Centre
????	Manager, <u>Retail Store</u> : Code to Manager, Shop
????	Manager, Road-House: Code to Manager, Shop
????	Manager, <u>Squash Centre</u> : Code to Manager, Sports Centre
????	Manager, <u>Store/ retail</u> : Code to Manager, Shop
????	Manager, Supermarket: Code to Manager, Shop
????	Manager, <u>Swimming Pool</u> : Code to Manager, Sports Centre
????	Miner/ except above: disregard title
????	Numismatist: Code to Manager, Shop
????	Officer, Administrative Service: Code to ASO
????	Officer, Air Force/ Flight Lieutenant; except above: Disregard Title
????	Officer, Air Force/ Group Captain; except above: Disregard Title
????	Officer, Air Force/ no rank specified: Disregard Title
????	Officer, Air Force/ Pilot or Flying Officer: Disregard Title
????	Officer, Air Force/ Squadron Leader; except above: Disregard Title
????	Officer, Air Force/ Wing Commander; except above: Disregard Title
????	Officer, Army/ Captain, Major or Colonel; except above: Disregard Title
????	Officer, Army/ Lieutenant: Disregard Title
????	Officer, Army/ no rank specified: Disregard Title
????	Officer, Field/ except above: Disregard Title
????	Officer, Flying/ air force: Disregard Title
????	Officer, Naval/ Captain or Commander; except above: Disregard Title
????	Officer, Naval/ Lieutenant; except above: Disregard Title

Code Title/ Task or Industry Response

???? Officer, Naval/ no rank specified: Disregard Title
 ???? Officer, Naval/ Sub-lieutenant: Disregard Title
 ???? Officer, Petty/ navy: Disregard Title
 ???? Officer, Pilot/ air force: except above: Disregard Title
 ???? Officer, Senior/ grade A, B or C APS: except above: Disregard Title
 ???? Officer, Station/ railway: Code to Assistant, Station
 ???? Official, Trade Union/ managerial tasks: Code to Manager
 ???? Operator, Fast Food: Code to Manager, Fast Food
 ???? Operator, Machine/ except above: Code to Operator
 ???? Operator, Snack Bar: Code to Manager, Shop
 ???? Overseer: Disregard Title
 ???? Owner, Flat: Code to Landlord
 ???? Owner: Code to Manager
 ???? Partner: Code to Manager
 ???? Philatelist: Code to Manager, Shop
 ???? Phlebotomist: Code to Venipuncturist
 ???? Policeman: Code to Officer, Police
 ???? Porter/ railway: Code to Assistant, Station
 ???? Private/ army: Disregard Title
 ???? Proprietor, Mixed Business: Code to Manager, Shop
 ???? Proprietor: Code to Manager
 ???? Renovator, House: Code to Builder
 ???? Representative, Company/ except above: Code to Representative
 ???? Retailer: Code to Manager, Shop
 ???? Sailor/ navy: Disregard Title
 ???? Sapper/ army: Disregard Title
 ???? Seaman/ navy: Disregard Title
 ???? Sergeant/ defence forces: Disregard Title
 ???? Servant, Public: Disregard Title
 ???? Serviceperson/ defence forces: Disregard Title
 ???? Sewer/ operating machine: Code to Operator, Sewing Machine
 ???? Shopkeeper: Code to Manager, Shop
 ???? Signalman/ army: Disregard Title
 ???? SOA: Code to Officer, Senior
 ???? SOB: Code to Officer, Senior
 ???? SOC: Code to Officer, Senior
 ???? SOGA: Code to Officer, Senior
 ???? SOGB: Code to Officer, Senior
 ???? SOGC: Code to Officer, Senior
 ???? Soldier/ army: Disregard Title
 ???? Storekeeper/ shop: Code to Manager, Shop
 ???? Sub-lieutenant/ navy: Disregard Title
 ???? Supervisor, Bank: Code to Officer, Bank
 ???? Supervisor, Catering: Code to Caterer
 ???? Supervisor, Clerk/ except above: Code to Clerk
 ???? Supervisor, Laboratory: Code to Officer, Technical
 ???? Supervisor, Office/ except above: Code to Clerk

Code Title/ Task or Industry Response

- ???? Trooper/ army: Disregard Title
???? Worker, Canteen: Code to Assistant, Canteen
???? Worker, Council: Code to Labourer, Council
???? Worker, Textile/ except above: Code to Operator

Code Title/ Task or Industry Response

1??? President: Code to Manager

1101 Ambassador

1101 Diplomat/ head of mission

1101 Governor/ state or commonwealth

1101 Mayor

1101 Member, Parliament, of

1101 Minister/ government

1101 Parliamentarian

1101 Premier

1101 Representative, Parliamentary

1101 Senator

1103 Commissioner, Conciliation and Arbitration

1103 Coroner

1103 Judge/ courts

1103 Magistrate

1103 Member, Tribunal

1201 Administrator, Hospital

1201 Admiral/ navy

1201 Banker, Merchant

1201 Brigadier/ army

1201 Chairperson/ company head

1201 Clerk, Municipal

1201 Clerk, Shire

1201 Clerk, Town

1201 Commissioner, Fire

1201 Commissioner, Police

1201 Commodore/ air force or navy

1201 Director-General

1201 Director, Managing/ planning, controlling and directing organization

1201 Editor, Chief

1201 Editor, Magazine

1201 Editor, Managing

1201 Editor, Newspaper

1201 Executive, Chief/ except above

1201 General/ army

1201 Manager, Airline

1201 Manager, Area/ except above

1201 Manager, City

1201 Manager, District/ except above

1201 Manager, Finance Company

1201 Manager, General/ except above

1201 Manager, National/ except above

1201 Manager, Radio Station

1201 Manager, Regional/ except above

1201 Manager, State/ except above

1201 Marshall, Air/ air force

Code Title/ Task or Industry Response

1201	Marshall, Field/ <u>army</u>
1201	Officer, Air Force/ Air Marshall or Commodore
1201	Officer, Army/ Field Marshal, General or Brigadier
1201	Officer, Naval/ Admiral or Commodore
1201	Officer, Police/ commissioner
1201	Ombudsman
1201	Publisher
1201	Secretary, Shire
1201	Secretary, Trade Union
1201	Secretary/ head of government department
1201	Solicitor, Crown
1201	Superintendent, Medical
1201	Surveyor-general
1201	Vice-Chancellor
13??	Statistician, Assistant/ <u>APS</u> : Code to Secretary, Assistant
1301	Accountant, Chief
1301	ASO/ <u>class 7-8 APS: finance section, branch or division</u>
1301	Controller, Financial
1301	Director, Finance
1301	Manager, Administrative/ except above
1301	Manager, Business/ managing organisation finances
1301	Manager, Credit
1301	Manager, Finance
1301	Officer, Senior/ <u>grade A, B or C APS: finance section, branch or division</u>
1301	Secretary, Assistant/ <u>APS: finance branch or division</u>
1301	Secretary, Company/ except above
1301	Treasurer/ <u>local government</u>
1303	Chief, News Bureau/ <u>television</u>
1303	Consultant, Campaign/ advertising or political
1303	Director, Advertising
1303	Director, Marketing
1303	Director, Sales/ except above
1303	Executive, Advertising/ managerial or administrative tasks
1303	Executive, Advertising/ NAI (about specific tasks)
1303	Executive, Marketing/ managerial or administrative tasks
1303	Executive, Marketing/ NAI (about specific tasks)
1303	Manager, Advertising
1303	Manager, Area/ sales
1303	Manager, District/ sales
1303	Manager, Export
1303	Manager, Leasing/ <u>hire equipment</u>
1303	Manager, Marketing
1303	Manager, Merchandise/ except above
1303	Manager, National/ sales
1303	Manager, Product/ except above
1303	Manager, Promotions/ except above

Code Title/ Task or Industry Response

1303	Manager, Regional/ sales
1303	Manager, Sales/ <u>except above</u>
1303	Manager, State/ sales
1303	Manager, Store Plan
1303	Officer, Bank/ <u>managing marketing; head office</u>
1303	Organiser, Campaign/ <u>advertising or political</u>
1303	Supervisor, Sales/ <u>sales representatives</u>
1303	Supervisor, Sales/ <u>wholesale trade</u>
1305	Controller, Production
1305	Director, Art/ <u>publishing or advertising</u>
1305	Manager, Manufacturing
1305	Manager, Operations/ <u>except above</u>
1305	Manager, Plant
1305	Manager, Production
1305	Manager, Program/ <u>television</u>
1305	Manager, Quality Control
1305	Manager, Studio/ <u>television, film or stage</u>
1305	Manager, Works
1305	Producer, Executive/ <u>media</u>
1305	Producer, Film
1305	Producer, Television
1305	Producer, TV
1305	Superintendent, Production
1305	Superintendent, Quality Control
1305	Superintendent, Works
1305	Supervisor, Production
1307	Manager, Distribution
1307	Manager, Purchasing
1307	Manager, Shipping
1307	Manager, Supply
1307	Manager, Transport
1307	Officer, Supply/ <u>defence forces</u>
1307	Secretary, Assistant/ <u>APS; supply or distribution branch or division</u>
1309	Administrator, Human Resources
1309	ASO/ <u>class 7-8 APS; personnel section, branch or division</u>
1309	Director/ <u>personnel</u>
1309	Manager, Human Resources
1309	Manager, Industrial Relations
1309	Manager, Occupational Health and Safety
1309	Manager, Personnel
1309	Manager, Recruitment
1309	Manager, Training/ <u>supervising staff, administration</u>
1309	Manager, Training/ <u>NAI (about specific tasks)</u>
1309	Officer, Senior/ <u>grade A, B or C APS; personnel section, branch or division</u>
1309	Secretary, Assistant/ <u>APS; personnel branch or division</u>

Code Title/ Task or Industry Response

- 1311 ASO/ class 7-8 APS; computing section, branch or division
 1311 ASO/ class 7-8 APS; data processing section, branch or division
 1311 Controller, Project/ APS; data processing
 1311 Director/ data processing
 1311 Manager, Computer/ data processing
 1311 Manager, Data Processing
 1311 Manager, Network/ computing
 1311 Manager, Operations/ computing
 1311 Manager, Software/ computing
 1311 Manager, Systems/ computing
 1311 Officer, Senior/ grade A, B or C APS; computing section, branch or division
 1311 Officer, Senior/ grade A, B or C APS; data processing section, branch or division
 1311 Secretary, Assistant/ APS; data processing or computing branch or division
- 1313 ASO/ class 7-8 APS; policy development section, branch or division
 1313 ASO/ class 7-8 APS; NAI (about function of section, branch or div.)
 1313 Controller, Project/ APS; NAI (about function of area)
 1313 Coordinator, Policy/ government
 1313 Diplomat/ except above
 1313 Director/ APS; NAI (about function of area)
 1313 Officer, Executive/ APS; NAI (about specific tasks)
 1313 Officer, Foreign Affairs/ class 3 or 4
 1313 Officer, Senior/ grade A, B or C APS; policy development section, branch or division
 1313 Officer, Senior/ grade A, B or C APS; NAI (about function of section, branch or div.)
 1313 Secretary, Assistant/ APS; except above
 1313 Secretary, Official/ government department
 1313 Secretary, Regional/ government department
- 1315 Administrator, Nurse
 1315 Adviser, Nursing/ planning
 1315 Director, Nursing, of
 1315 Matron/ nursing
 1315 Superintendent, Nursing
- 1317 Dean/ faculty or college
 1317 Head, Faculty
 1317 Headmaster
 1317 Headmistress
 1317 Principal/ school
 1317 Teacher/ compulsory education system; school principal
 1317 Vice-Principal/ school
- 1319 Captain/ defence forces; managerial tasks specified
 1319 Colonel/ defence forces; managerial tasks specified
 1319 Commander/ defence forces; managerial tasks specified
 1319 Detective/ police; inspector or superintendent
 1319 Inspector, Police
 1319 Leader, Squadron/ defence forces; managerial tasks specified
 1319 Lieutenant/ navy or air force; managerial tasks specified

Code Title/ Task or Industry Response

1319	Major/ <u>defence forces</u> ; managerial tasks specified
1319	Midshipman/ <u>navy</u>
1319	Officer, Air Force/ Flight Lieutenant; managerial tasks specified
1319	Officer, Air Force/ Group Captain; managerial tasks specified
1319	Officer, Air Force/ Squadron Leader; managerial tasks specified
1319	Officer, Air Force/ Wing Commander; managerial tasks specified
1319	Officer, Army/ Captain, Major or Colonel; managerial tasks specified
1319	Officer, Fire/ commissioned
1319	Officer, Naval/ Captain or Commander; managerial tasks specified
1319	Officer, Naval/ Lieutenant; managerial tasks specified
1319	Officer, Police/ commissioned
1319	Officer, Police/ inspector
1319	Officer, Police/ superintendent
1319	Superintendent, Police
1399	Archbishop
1399	ASO/ class 7-8 APS; research section, branch or division
1399	Bishop
1399	Controller, Project/ <u>APS</u> ; research
1399	Director, <u>Art Gallery</u>
1399	Director/ research
1399	Manager, Airport
1399	Manager, Claims/ except above
1399	Manager, Construction
1399	Manager, Development
1399	Manager, Engineering
1399	Manager, Import
1399	Manager, Research
1399	Manager, Security
1399	Manager, Shopping Centre
1399	Manager, Technical
1399	Master, Harbour
1399	Officer, Senior/ grade A, B or C APS; research section, branch or division
1399	Registrar/ <u>university, CAE or TAFE</u>
1399	Superintendent, Ambulance
1399	Superintendent, Wharf
1401	Apiarist
1401	Beekeeper
1401	Breeder
1401	Farmer
1401	Farmer + Grazier
1401	Floriculturist
1401	Gardener, Market
1401	Grazier
1401	Grower
1401	Horticulturist/ except above
1401	Jackaroo

Code Title/ Task or Industry Response

1401	Jillaroo
1401	Manager, Farm
1401	Manager, Market Garden
1401	Manager, <u>Piggery</u>
1401	Manager, Property/ farming tasks
1401	Manager, Station/ farming
1401	Manager, Stock/ <u>livestock</u>
1401	Manager, <u>Stud</u>
1401	Manager, Vineyard
1401	Master, Stud
1401	Orchardist
1401	Pastoralist
1401	Producer, Beef
1401	Producer, Egg
1401	Producer, Grain
1401	Producer, Livestock
1401	Producer, Primary
1401	Studmaster
1401	Vigneron
1401	Viticulturist
1501	Bookseller/ supervising staff, administration
1501	Bookseller/ NAI (about specific tasks)
1501	Broker, Pawn/ supervising staff, administration
1501	Broker, Pawn/ NAI (about specific tasks)
1501	Dealer, <u>Antique</u> / supervising staff, administration
1501	Dealer, <u>Antique</u> / NAI (about specific tasks)
1501	Dealer, <u>Car</u> / supervising staff, administration
1501	Dealer, <u>Car</u> / NAI (about specific tasks)
1501	Dealer, Caravan/ supervising staff, administration
1501	Dealer, <u>Caravan</u> / NAI (about specific tasks)
1501	Dealer, <u>Furniture</u> / supervising staff, administration
1501	Dealer, <u>Furniture</u> / NAI (about specific tasks)
1501	Dealer, <u>Machinery</u> / supervising staff, administration
1501	Dealer, <u>Machinery</u> / NAI (about specific tasks)
1501	Dealer, Motor Car/ supervising staff, administration
1501	Dealer, <u>Motor Car</u> / NAI (about specific tasks)
1501	Dealer, <u>Second Hand</u> / supervising staff, administration
1501	Dealer, <u>Second Hand</u> / NAI (about specific tasks)
1501	Dealer, <u>Tyre</u> / supervising staff, administration
1501	Dealer, <u>Tyre</u> / NAI (about specific tasks)
1501	Draper/ supervising staff, administration
1501	Draper/ NAI (about specific tasks)
1501	Fishmonger/ supervising staff, administration
1501	Fishmonger/ NAI (about specific tasks)
1501	Fruiterer/ supervising staff, administration
1501	Fruiterer/ NAI (about specific tasks)
1501	Greengrocer/ supervising staff, administration

Code	Title/ Task or Industry Response
1501	Greengrocer/ NAI (about specific tasks)
1501	Grocer/ supervising staff, administration
1501	Grocer/ NAI (about specific tasks)
1501	Manager, <u>Delicatessen/ NAI (about tasks or type of business)</u>
1501	Manager, <u>Dry Cleaner/</u> supervising staff, administration
1501	Manager, <u>Dry Cleaner/</u> NAI (about specific tasks)
1501	Manager, <u>Fast Food/</u> supervising staff, administration
1501	Manager, <u>Fast Food/</u> NAI (about specific tasks)
1501	Manager, <u>Florist/</u> supervising staff, administration
1501	Manager, <u>Florist/</u> NAI (about specific tasks)
1501	Manager, <u>Garage/</u> supervising staff, administration
1501	Manager, <u>Garage/</u> NAI (about specific tasks)
1501	Manager, <u>Lunch Bar/</u> supervising staff, administration
1501	Manager, <u>Lunch Bar/</u> NAI (about specific tasks)
1501	Manager, <u>Milk Bar/</u> supervising staff, administration
1501	Manager, <u>Milk Bar/</u> NAI (about specific tasks)
1501	Manager, <u>Newsagency/</u> supervising staff, administration
1501	Manager, <u>Newsagency/</u> NAI (about specific tasks)
1501	Manager, <u>Nursery/</u> plant nursery, supervising staff, administration
1501	Manager, <u>Nursery/</u> plant nursery, NAI (about specific tasks)
1501	Manager, <u>Pharmacy/</u> supervising staff, administration
1501	Manager, <u>Pharmacy/</u> NAI (about specific tasks)
1501	Manager, <u>Service Station/</u> supervising staff, administration
1501	Manager, <u>Service Station/</u> NAI (about specific tasks)
1501	Manager, <u>Shop/</u> supervising staff, administration
1501	Manager, <u>Shop/</u> NAI (about specific tasks)
1501	Manager, <u>Snack Bar/</u> supervising staff, administration
1501	Manager, <u>Snack Bar/</u> NAI (about specific tasks)
1501	Manager, <u>Take Away/</u> supervising staff, administration
1501	Manager, <u>Take Away/</u> NAI (about specific tasks)
1501	Manager, <u>Timber Yard/</u> supervising staff, administration
1501	Manager, <u>Timber Yard/</u> NAI (about specific tasks)
1501	Manager, <u>Tobacconist/</u> supervising staff, administration
1501	Manager, <u>Tobacconist/</u> NAI (about specific tasks)
1501	Manager, <u>Tyre service/</u> supervising staff, administration
1501	Manager, <u>Tyre service/</u> NAI (about specific tasks)
1501	Merchant, <u>Wood/</u> except above
1501	Newsagent/ except above
1501	Pawnbroker/ supervising staff, administration
1501	Pawnbroker/ NAI (about specific tasks)
1501	Seller, <u>Book/</u> supervising staff, administration
1501	Seller, <u>Book/</u> NAI (about specific tasks)
1501	Stationer/ supervising staff, administration
1501	Stationer/ NAI (about specific tasks)
1501	Tobacconist/ supervising staff, administration
1501	Tobacconist/ NAI (about specific tasks)
1503	Caterer/ supervising staff, administration

Code Title/ Task or Industry Response

1503	Caterer/ NAI (about specific tasks)
1503	Manager, Banquet
1503	Manager, Catering/ supervising staff, administration
1503	Manager, Catering/ NAI (about specific tasks)
1503	Manager, <u>Restaurant</u> / supervising staff, administration
1503	Manager, <u>Restaurant</u> / NAI (about specific tasks)
1503	Officer, Catering
1503	Restaurateur/ supervising staff, administration
1503	Restaurateur/ NAI (about specific tasks)
1503	Supervisor, Banquet
1503	Supervisor, Cafeteria/ supervising staff, administration
1503	Supervisor, Cafeteria/ NAI (about specific tasks)
1503	Supervisor, Canteen/ supervising staff, administration
1503	Supervisor, Canteen/ NAI (about specific tasks)
1503	Supervisor, Mess/ defence forces
1505	Hotel-Keeper/ supervising staff, administration
1505	Hotel-Keeper/ NAI (about specific tasks)
1505	Hotelier/ supervising staff, administration
1505	Hotelier/ NAI (about specific tasks)
1505	Innkeeper/ supervising staff, administration
1505	Innkeeper/ NAI (about specific tasks)
1505	Keeper, Motel/ supervising staff, administration
1505	Keeper, Motel/ NAI (about specific tasks)
1505	Keeper, Tavern/ supervising staff, administration
1505	Keeper, Tavern/ NAI (about specific tasks)
1505	Licensee/ <u>hotel, motel or tavern</u> : except above
1505	Manager, <u>Boarding House</u> / supervising staff, administration
1505	Manager, <u>Boarding House</u> / NAI (about specific tasks)
1505	Manager, Caravan Park/ supervising staff, administration
1505	Manager, <u>Caravan Park</u> / NAI (about specific tasks)
1505	Manager, <u>Guest House</u> / supervising staff, administration
1505	Manager, <u>Guest House</u> / NAI (about specific tasks)
1505	Manager, Hostel/ supervising staff, administration
1505	Manager, Hostel/ NAI (about specific tasks)
1505	Manager, Hotel/ supervising staff, administration
1505	Manager, Hotel/ NAI (about specific tasks)
1505	Manager, Motel/ supervising staff, administration
1505	Manager, Motel/ NAI (about specific tasks)
1505	Manager, Resort/ supervising staff, administration
1505	Manager, Resort/ NAI (about specific tasks)
1505	Manager, <u>Retirement Village</u>
1505	Manager, <u>Tavern</u> / supervising staff, administration
1505	Manager, <u>Tavern</u> / NAI (about specific tasks)
1505	Motelier/ supervising staff, administration
1505	Motelier/ NAI (about specific tasks)
1505	Motelkeeper/ supervising staff, administration
1505	Motelkeeper/ NAI (about specific tasks)

Code Title/ Task or Industry Response

1505	Publican/ supervising staff, administration
1505	Publican/ NAI (about specific tasks)
1505	Supervisor, Hostel/ supervising staff, administration
1505	Supervisor, Hostel/ NAI (about specific tasks)
1505	Warden, Hostel/ supervising staff, administration
1505	Warden, Hostel/ NAI (about specific tasks)
1505	Warden, Recreation Camp/ supervising staff, administration
1505	Warden, Recreation Camp/ NAI (about specific tasks)
1507	Manager, Bank
1507	Manager, Branch/ <u>bank</u>
1507	Manager, Branch/ <u>building society</u> or credit union
1507	Manager, Branch/ <u>finance company</u>
1507	Manager, Building Society
1507	Manager, Credit Union
1507	Officer, Bank/ bank or branch manager
1599	Agent, Stock/ supervising staff, administration
1599	Agent, Stock/ NAI (about specific tasks)
1599	Agent, T.A.B./ supervising staff, administration
1599	Agent, T.A.B./ NAI (about specific tasks)
1599	Bookmaker/ supervising staff, administration
1599	Bookmaker/ NAI (about specific tasks)
1599	Director, Nursing Home
1599	Director, Real Estate/ supervising staff, administration
1599	Director, Real Estate/ NAI (about specific tasks)
1599	Keeper, Brothel
1599	Manager, Amusement Park
1599	Manager, <u>Beauty Parlour</u> / supervising staff, administration
1599	Manager, <u>Beauty Parlour</u> / NAI (about specific tasks)
1599	Manager, Branch/ <u>government agency</u>
1599	Manager, Branch/ <u>insurance office</u> ; supervising staff, administration
1599	Manager, Branch/ insurance office; NAI (about specific tasks)
1599	Manager, Branch/ <u>stock and station agency</u> , supervision, staff, administration
1599	Manager, Branch/ <u>stock and station agency</u> ; NAI (about specific tasks)
1599	Manager, Car Rental/ supervisor staff, administration
1599	Manager, <u>Car Rental</u> / NAI (about specific tasks)
1599	Manager, <u>CES/ branch office</u>
1599	Manager, <u>Cinema</u>
1599	Manager, <u>Club</u> / supervising staff, administration
1599	Manager, <u>Club</u> / NAI (about specific tasks)
1599	Manager, Drive-In Theatre
1599	Manager, <u>Employment Agency</u> / supervising staff, administration
1599	Manager, <u>Employment Agency</u> / NAI (about specific tasks)
1599	Manager, <u>Equipment Hire</u>
1599	Manager, Fairground
1599	Manager, <u>Hairdressing Salon</u> / supervising staff, administration
1599	Manager, <u>Hairdressing Salon</u> / NAI (about specific tasks)

Code Title/ Task or Industry Response

1599	Manager, <u>Insurance Office</u> / supervising staff, administration
1599	Manager, <u>Insurance Office</u> / NAI (about specific tasks)
1599	Manager, Night Club/ supervising staff, administration
1599	Manager, Night Club/ NAI (about specific tasks)
1599	Manager, Office/ <u>branch of government agency</u>
1599	Manager, Office/ insurance; supervising staff, administration
1599	Manager, Office/ insurance; NAI (about specific tasks)
1599	Manager, Office/ social security
1599	Manager, Racecourse
1599	Manager, Real Estate/ supervising staff, administration
1599	Manager, Real Estate/ NAI (about specific tasks)
1599	Manager, <u>Settlement Agency</u> / supervising staff, administration
1599	Manager, <u>Settlement Agency</u> / NAI (about specific tasks)
1599	Manager, Social Security Office
1599	Manager, Sports Centre/ supervising staff, administration
1599	Manager, Sports Centre/ NAI (about specific tasks)
1599	Manager, <u>Stock and Station Agency</u> / supervising staff, administration
1599	Manager, Stock and Station Agency/ NAI (about specific tasks)
1599	Manager, T.A.B./ supervising staff, administration
1599	Manager, T.A.B./ NAI (about specific tasks)
1599	Manager, <u>Theatre</u>
1599	Manager, <u>Travel Agency</u> / supervising staff, administration
1599	Manager, <u>Travel Agency</u> / NAI (about specific tasks)
1599	Master, Station
1599	Mistress, Post
1599	Operator, Amusement Park
1599	Operator, Fairground
1599	Operator, T.A.B./ supervising staff, administration
1599	Operator, T.A.B./ NAI (about specific tasks)
1599	Operator, Tote/ supervising staff, administration
1599	Operator, Tote/ NAI (about specific tasks)
1599	Postmaster
1599	Postmistress
1599	Secretary, Club/ except above
1601	Agent, Wholesale/ staff supervision, administration
1601	Agent, Wholesale/ NAI (about specific tasks)
1601	Builder/ supervising staff, administration
1601	Builder/ NAI (about specific tasks)
1601	Contractor, Building/ supervising staff, administration
1601	Contractor, Building/ NAI (about specific tasks)
1601	Contractor, Cartage/ supervising staff, administration
1601	Contractor, Cartage/ NAI (about specific tasks)
1601	Contractor, Construction/ supervising staff, administration
1601	Contractor, Construction/ NAI (about specific tasks)
1601	Contractor, Haulage/ supervising staff, administration
1601	Contractor, Haulage/ NAI (about specific tasks)
1601	Distributor/ supervising staff, administration

Code Title/ Task or Industry Response

1601	Distributor/ <u>NAI (about tasks, employer or industry)</u>
1601	Exporter
1601	Importer/ supervising staff, administration
1601	Importer/ <u>NAI (about specific tasks)</u>
1601	Manager, <u>Abattoir/</u> supervising staff, administration
1601	Manager, <u>Abattoir/</u> <u>NAI (about specific tasks)</u>
1601	Manager, <u>Advertising Agency/</u> supervising staff, administration
1601	Manager, <u>Advertising Agency/</u> <u>NAI (about specific tasks)</u>
1601	Manager, Dairy/ except above
1601	Manager, <u>Data Processing Company/</u> supervising staff, administration
1601	Manager, <u>Data Processing Company/</u> <u>NAI (about specific tasks)</u>
1601	Manager, Export Company/ supervising staff, administration
1601	Manager, <u>Export Company/</u> <u>NAI (about specific tasks)</u>
1601	Manager, Factory
1601	Manager, Foundry
1601	Manager, <u>Import Company/</u> supervising staff, administration
1601	Manager, <u>Import Company/</u> <u>NAI (about specific tasks)</u>
1601	Manager, Laundry/ supervising staff, administration
1601	Manager, Laundry/ <u>NAI (about specific tasks)</u>
1601	Manager, Marina/ supervising staff, administration
1601	Manager, Marina/ <u>NAI (about specific tasks)</u>
1601	Manager, Mill/ <u>grain or flour</u>
1601	Manager, Mill/ <u>timber or paper</u>
1601	Manager, Mine
1601	Manager, Printing Company/ supervising staff, administration
1601	Manager, Printing Company/ <u>NAI (about specific tasks)</u>
1601	Manager, Quarry
1601	Manager, <u>Removalist/</u> supervising staff, administration
1601	Manager, <u>Removalist/</u> <u>NAI (about specific tasks)</u>
1601	Manager, Sawmill
1601	Manager, <u>Secretarial Agency/</u> supervising staff, administration
1601	Manager, <u>Secretarial Agency/</u> <u>NAI (about specific tasks)</u>
1601	Manager, <u>Secretarial Service/</u> supervising staff, administration
1601	Manager, <u>Secretarial Service/</u> <u>NAI (about specific tasks)</u>
1601	Manager, Steelworks
1601	Manager, Transport Company/ supervising staff, administration
1601	Manager, Transport Company/ <u>NAI (about specific tasks)</u>
1601	Manager, <u>Winery/</u> supervising staff, administration
1601	Manager, <u>Winery/</u> <u>NAI (about specific tasks)</u>
1601	Manufacturer
1601	Merchant/ supervising staff, administration
1601	Merchant/ <u>NAI (about specific tasks)</u>
1601	Miller, Saw/ supervising staff, administration
1601	Miller, Saw/ <u>NAI (about specific tasks)</u>
1601	Officer, Returning/ electoral
1601	Operator, Transport/ supervising staff, administration
1601	Operator, Transport/ <u>NAI (about specific tasks)</u>

Code Title/ Task or Industry Response

1601 Proprietor, Bus/ supervising staff, administration
1601 Proprietor, Bus/ NAI (about specific tasks)
1601 Sawmiller/ supervising staff, administration
1601 Sawmiller/ NAI (about specific tasks)
1601 Supervisor, District/ electricity supply
1601 Wholesaler

Code	Title/ Task or <u>Industry</u> Response
2???	ASO/ class 1-6 APS; advice, research or development: Code to Researcher
2???	Assistant, Research/ except above: Code to Researcher
2???	Associate, Research: Code to Researcher
2???	Brother/ teaching: Code to Teacher
2???	Clerk, Research: Code to Researcher
2???	Fellow, Research: Code to Researcher
2???	Nun/ <u>teaching</u> : Code to Teacher
2???	Officer, Education/ teaching: Code to Teacher
2???	Officer, Experimental: Code to Researcher
2???	Officer, Research: Code to Researcher
2???	Officer, Scientific: Code to Researcher
2???	Scientist: Code to Researcher
2???	Sister/ <u>teaching</u> : Code to Teacher
2???	Teacher + Librarian/ teaching: Code to Teacher
2000	Educator/ <u>NAI (about type of institution)</u>
2000	Researcher/ <u>NAI (about type of research)</u>
2101	Assayer
2101	Chemist/ except above
2101	Researcher/ chemistry except medical
2101	Technologist, Food
2103	Geochemist
2103	Geologist
2103	Geomorphologist
2103	Geophysicist
2103	Geostatistician
2103	Hydrogeologist
2103	Hydrologist
2103	Logger, Mud
2103	Mudlogger
2103	Oceanographer
2103	Palaeontologist
2103	Petrologist
2103	Researcher/ geology
2103	Seismologist
2103	Stratigrapher
2105	Astronomer
2105	Astrophysicist
2105	Crystallographer
2105	Physicist
2105	Researcher/ physics
2107	Adviser, Agricultural
2107	Adviser, Pastoral/ <u>agriculture</u>
2107	Agronomist
2107	Agrostologist
2107	Anatomist

Code Title/ Task or Industry Response

2107	Bacteriologist/ except above
2107	Biochemist/ except above
2107	Biologist
2107	Biophysicist
2107	Botanist
2107	Consultant, Agricultural
2107	Cytogeneticist/ except above
2107	Cytotechnologist/ except above
2107	Ecologist
2107	Embryologist/ except above
2107	Endocrinologist/ except above
2107	Entomologist
2107	Forester
2107	Geneticist
2107	Helminthologist
2107	Herpetologist
2107	Histologist
2107	Ichthyologist
2107	Limnologist
2107	Microbiologist/ except above
2107	Mycologist
2107	Nematologist
2107	Nutritionist/ animal
2107	Officer, Agricultural
2107	Officer, Extension/ <u>agriculture</u>
2107	Officer, Field/ <u>agriculture not inspecting</u>
2107	Ornithologist
2107	Parasitologist
2107	Pathologist, Plant
2107	Pathologist, Veterinary
2107	Pathologist/ animal
2107	Pharmacologist/ except above
2107	Physiologist
2107	Researcher/ agricultural
2107	Researcher/ biological sciences except medical
2107	Researcher/ forestry
2107	Researcher/ toxicology
2107	Scientist, Agricultural
2107	Scientist, Forest
2107	Scientist, Horticultural
2107	Toxicologist
2107	Virologist/ except above
2107	Zoologist
2109	Bacteriologist/ medical
2109	Biochemist/ medical research
2109	Cytogeneticist/ medical
2109	Cytologist

Code Title/ Task or Industry Response

2109	Cytopathologist/ medical research
2109	Cyrotechnologist/ medical
2109	Embryologist/ medical
2109	Endocrinologist/ medical research
2109	Engineer, Biomedical
2109	Epidemiologist
2109	Microbiologist/ medical
2109	Pharmacologist/ medical research
2109	Physicist, Medical
2109	Researcher/ medical
2109	Scientist, Clinical Laboratory
2109	Scientist, Medical Laboratory
2109	Serologist
2109	Technologist, Laboratory/ medical
2109	Technologist, Medical/ laboratory
2109	Virologist/ medical
2199	Conservationist, Soil
2199	Meteorologist
2199	Physicist, Atmospheric
2199	Researcher/ meteorology
2199	Scientist, Environmental
2199	Scientist, Soil
22??	Consultant, Engineering: Code to Engineer
2200	Engineer, Chief/ NAI (about type of engineering)
2200	Engineer, Design/ NAI (about type of engineering)
2200	Engineer, Plant/ NAI (about type of engineering)
2200	Engineer, Production/ NAI (about type of engineering)
2200	Engineer/ managing project; NAI (about type of engineering)
2200	Engineer/ planning; NAI (about type of engineering)
2201	Architect
2201	Consultant, Architectural
2201	Designer, Landscape
2203	Surveyor, Quantity
2205	Cartographer
2205	Plotter, Air Photo/ <u>defence forces</u>
2205	Surveyor
2205	Surveyor, Cadastral
2205	Surveyor, Hydrographic
2205	Surveyor, Land
2205	Surveyor, Mine
2207	Engineer, Chemical
2207	Engineer, Chief/ chemical
2207	Engineer, Design/ chemical

Code Title/ Task or Industry Response

2207	Engineer, Petrochemical
2207	Engineer, Production/ chemical
2207	Engineer, Water Treatment
2209	Engineer, Chief/ civil
2209	Engineer, City
2209	Engineer, Civil
2209	Engineer, Construction
2209	Engineer, Council
2209	Engineer, Design/ civil
2209	Engineer, Hydraulic
2209	Engineer, Metocean
2209	Engineer, Municipal
2209	Engineer, Production/ civil
2209	Engineer, Shire
2209	Engineer, Structural
2209	Engineer, Traffic
2209	Engineer, Transport/ army
2209	Engineer, Water Distribution/ construction
2211	Analyst, Communications/ engineering design
2211	Architect, Computer
2211	Designer, Computer Systems/ hardware
2211	Designer, Network/ hardware
2211	Designer, Systems/ computer hardware
2211	Engineer, Chief/ electrical or electronic
2211	Engineer, Communications
2211	Engineer, Computer/ hardware research or design
2211	Engineer, Design/ electrical
2211	Engineer, Design/ printed circuit board
2211	Engineer, Electrical
2211	Engineer, Electronic
2211	Engineer, Network/ hardware
2211	Engineer, Plant/ electrical
2211	Engineer, Production/ electrical
2213	Contractor, Mechanical Engineering
2213	Engineer, Air Conditioning
2213	Engineer, Automotive/ <u>vehicle manufacture</u>
2213	Engineer, Chief/ mechanical
2213	Engineer, Design/ automotive
2213	Engineer, Design/ mechanical
2213	Engineer, Mechanical
2213	Engineer, Plant/ mechanical
2213	Engineer, Production/ mechanical
2215	Engineer, Drilling
2215	Engineer, Logging/ <u>fluids drilling</u>
2215	Engineer, Mining

Code	Title/ Task or <u>Industry</u> Response
2215	Engineer, Mud
2215	Engineer, Petroleum
2217	Engineer, Materials
2217	Engineer, Metallurgical
2217	Engineer, Polymer
2217	Metallographer
2217	Metallurgist
2217	Scientist, Materials
2217	Scientist, Polymer
2219	Architect, Naval
2219	Engineer, Aeronautical
2219	Engineer, Agricultural
2219	Engineer, Aircraft Design
2219	Engineer, Armament/ <u>defence forces</u>
2219	Engineer, Design/ aeronautical
2219	Engineer, Design/ product
2219	Engineer, Industrial
2219	Engineer, Instrument/ <u>defence forces</u>
2219	Engineer, Product Design
2219	Engineer, Safety
2301	Doctor/ medical; except above
2301	Doctor/ except above
2301	Intern
2301	Locum/ <u>general medical practice</u>
2301	Officer, House/ medical
2301	Officer, Medical
2301	Physician/ <u>general practice</u>
2301	Practitioner, General/ medical
2301	Practitioner, Medical/ general
2301	Registrar/ <u>medical</u>
2303	Allergist
2303	Anaesthetist
2303	Biochemist/ treating patients
2303	Cardiologist
2303	Consultant, Medical
2303	Cytopathologist/ treating patients
2303	Dermatologist
2303	Doctor/ medical; specialist
2303	Endocrinologist/ treating patients
2303	Gastroenterologist
2303	Geriatrician
2303	Gynaecologist
2303	Haematologist
2303	Histopathologist
2303	Immunologist

Code	Title/ Task or <u>Industry</u> Response
2303	Nephrologist
2303	Neurologist
2303	Neurosurgeon
2303	Obstetrician
2303	Obstetrician + Gynaecologist
2303	Oncologist
2303	Ophthalmologist
2303	Otorhinolaryngologist
2303	Paediatrician
2303	Pathologist/ medical or clinical
2303	Pathologist/ except above
2303	Pharmacologist/ treating patients
2303	Physician, Consultant
2303	Practitioner, Medical/ specialist or consultant
2303	Psychiatrist
2303	Radiologist
2303	Refractionist/ specialist medical
2303	Rheumatologist
2303	Specialist/ medical
2303	Surgeon
2303	Urologist
2305	Dentist/ except above
2305	Orthodontist
2305	Paedodontist
2305	Pathologist, Oral
2305	Periodontist
2305	Practitioner, Dental
2305	Prosthodontist
2305	Specialist/ dental
2305	Surgeon, Dental
2305	Surgeon, Oral
2307	Chemist/ pharmaceutical
2307	Manager, <u>Pharmacy</u> / dispensing drugs
2307	Manager, <u>Shop</u> / dispensing drugs
2307	Pharmacist
2309	Therapist, Occupational
2311	Optician/ testing or prescribing
2311	Optometrist
2313	Physiotherapist
2315	Pathologist, Speech
2315	Therapist, Speech
2317	Chiropractor
2317	Osteopath

Code	Title/ Task or <u>Industry</u> Response
2319	Chiropodist
2319	Podiatrist
2321	Nucleographer/ <u>medical</u>
2321	Radiographer/ <u>medical</u>
2321	Radiographer/ <u>NAI (about tasks or industry)</u>
2321	Technologist, Nuclear Medicine
2323	Dentist/ animal
2323	Officer, Veterinary
2323	Surgeon, Veterinary
2323	Veterinarian
2399	Acupuncturist
2399	Audiologist
2399	Dietitian
2399	Herbalist
2399	Homeopath
2399	Hypnotherapist
2399	Limbmaker
2399	Maker, Artificial Eye
2399	Maker, Artificial Limb
2399	Maker, Limb
2399	Naturopath
2399	Nutritionist/ except above
2399	Orthoptist
2399	Orthotist
2399	Prosthetist
2399	Therapist, Dance
2399	Therapist, Diversion
2399	Therapist, Music
2399	Therapist, Natural
2399	Therapist, Recreational
2400	Housemaster/ <u>NAI (about specific tasks or type of school)</u>
2400	Housemistress/ <u>NAI (about specific tasks or type of school)</u>
2400	Master, <u>School/ NAI (about specific tasks or type of school)</u>
2400	Mistress, <u>School/ NAI (about specific tasks or type of school)</u>
2400	Schoolmaster/ <u>NAI (about type of school)</u>
2400	Schoolmistress/ <u>NAI (about type of school)</u>
2400	Teacher/ <u>compulsory education system</u> ; except above
2400	Teacher/ except above
2400	Tutor/ <u>school</u>
2401	Director, <u>Kindergarten</u>
2401	Director, Pre-school
2401	Supervisor, Kindergarten
2401	Teacher, <u>Kindergarten</u>
2401	Teacher, <u>Pre-school</u>
2401	Teacher/ <u>compulsory education system</u> ; pre-primary level

Code	Title/ Task or <u>Industry</u> Response
2403	Educator/ <u>primary school</u>
2403	Housemaster/ <u>primary school</u> ; teaching
2403	Housemaster/ <u>primary school</u> ; NAI (about specific tasks)
2403	Housemistress/ <u>primary school</u> ; teaching
2403	Housemistress/ <u>primary school</u> ; NAI (about specific tasks)
2403	Master, <u>School/ primary</u> ; teaching
2403	Master, <u>School/ primary</u> ; NAI (about specific tasks)
2403	Mistress, <u>School/ primary</u> ; teaching
2403	Mistress, <u>School/ primary</u> ; NAI (about specific tasks)
2403	Schoolmaster/ <u>primary</u>
2403	Schoolmistress/ <u>primary</u>
2403	Teacher, <u>Infant</u>
2403	Teacher, <u>Primary</u>
2403	Teacher/ <u>compulsory education system</u> ; primary level
2405	Assistant, Home Economics/ high school teaching
2405	Educator/ <u>secondary school</u>
2405	Housemaster/ <u>secondary school</u> ; teaching
2405	Housemaster/ <u>secondary school</u> ; NAI (about specific tasks)
2405	Housemistress/ <u>secondary school</u> ; teaching
2405	Housemistress/ <u>secondary school</u> ; NAI (about specific tasks)
2405	Master, <u>School/ secondary</u> ; teaching
2405	Master, <u>School/ secondary</u> ; NAI (about specific tasks)
2405	Mistress, <u>School/ secondary</u> ; teaching
2405	Mistress, <u>School/ secondary</u> ; NAI (about specific tasks)
2405	Schoolmaster/ <u>secondary</u>
2405	Schoolmistress/ <u>secondary</u>
2405	Teacher, <u>High School</u>
2405	Teacher, <u>Secondary</u>
2405	Teacher/ <u>compulsory education system</u> ; secondary level
2405	Teacher/ <u>technical school</u>
2407	Educator/ <u>special school</u>
2407	Teacher/ <u>compulsory education system</u> ; distance education
2407	Teacher/ <u>compulsory education system</u> ; gifted or extension; NAI (about level)
2407	Teacher/ <u>compulsory education system</u> ; migrant or aboriginal; NAI (about level)
2407	Teacher/ <u>compulsory education system</u> ; remedial or handicapped; NAI (about level)
2500	Lecturer/ <u>education system</u> ; NAI (about <u>type of institution</u>)
2501	Academic
2501	Demonstrator/ <u>university or CAE</u>
2501	Educator/ <u>university or CAE</u>
2501	Fellow, Teaching/ <u>university or CAE</u>
2501	Head, Department/ <u>university or CAE</u>
2501	Head, School, of/ <u>university or CAE</u>
2501	Lecturer/ <u>university or CAE</u>
2501	Professor
2501	Reader/ <u>university</u>

Code Title/ Task or Industry Response

2501	Teacher/ <u>university or CAE</u>
2501	Tutor/ <u>university or CAE</u>
2503	Educator/ <u>TAFE</u>
2503	Head, Department/ <u>TAFE</u>
2503	Head, School, of/ <u>TAFE</u>
2503	Instructor/ <u>TAFE</u>
2503	Lecturer/ <u>TAFE</u>
2503	Teacher/ <u>TAFE</u>
2503	Tutor/ <u>TAFE</u>
2505	Educator/ <u>childbirth</u>
2505	Educator/ <u>nurse in hospital</u>
2505	Governess/ <u>teaching</u>
2505	Instructor/ <u>except above</u>
2505	Leader, <u>Fitness</u>
2505	Manager, <u>Sports Centre/ instructing</u>
2505	Nurse/ <u>teaching</u>
2505	Sister/ <u>tutor in hospital</u>
2505	Teacher/ <u>not in compulsory, or tertiary, education system</u>
2505	Tutor/ <u>nurse in hospital</u>
2505	Tutor/ <u>private tuition</u>
2601	Planner, <u>Social</u>
2601	Worker, <u>Social</u>
2603	Adviser, <u>Careers</u>
2603	Clerk/ <u>counselling</u>
2603	Counsellor/ <u>except above</u>
2605	Adviser, <u>Legal</u>
2605	Associate, <u>Judge's</u>
2605	Associate, <u>Justice, to</u>
2605	Attorney, <u>Patent</u>
2605	Barrister
2605	Barrister + <u>Solicitor</u>
2605	Clerk, <u>Articled</u>
2605	Clerk, <u>Law/ articled</u>
2605	Clerk, <u>Legal/ articled</u>
2605	Counsel, <u>Parliamentary</u>
2605	Counsel, <u>Queen's</u>
2605	Draftsperson, <u>Legislative</u>
2605	Lawyer
2605	Officer, <u>Legal</u>
2605	Officer, <u>Police/ prosecutor</u>
2605	Practitioner, <u>Legal</u>
2605	Prosecutor
2605	Researcher/ <u>law</u>
2605	Solicitor

Code Title/ Task or Industry Response

2607 Archdeacon
2607 Canon
2607 Chaplain
2607 Clergyman
2607 Curate
2607 Deaconess
2607 Minister/ religion
2607 Missionary
2607 Officer, Salvation Army
2607 Pastor
2607 Priest
2607 Rabbi
2607 Reader, Synagogue
2607 Rector
2607 Vicar

2701 Accountant/ except above
2701 Adviser, Accounting
2701 Adviser, Financial
2701 Adviser, Taxation
2701 Agent, Tax
2701 Analyst, Audit/ except above
2701 Analyst, Credit/ corporate finance
2701 Analyst, Financial/ except above
2701 Auditor/ except above
2701 Bursar
2701 Clerk, Bank/ bank examiner
2701 Consultant, Taxation
2701 Examiner, Bank
2701 Officer, Accounting
2701 Officer, Audit
2701 Officer, Bank/ bank examiner
2701 Researcher/ accountancy

2703 Consultant, Marketing
2703 Consultant, Public Relations
2703 Coordinator, Appeals/ promoting charity
2703 Coordinator, Marketing
2703 Coordinator, Promotions
2703 Director, Fundraising
2703 Officer, Bank/ managing marketing; except above
2703 Officer, Marketing
2703 Officer, Media
2703 Officer, Press
2703 Officer, Promotions
2703 Officer, Public Relations
2703 Officer, Publications
2703 Officer, Publicity

Code Title/ Task or Industry Response

2703	Secretary, Press
2705	Analyst, Resource/ manpower or personnel
2705	Clerk, Personnel/ planning, developing or training
2705	Consultant, Personnel
2705	Instructor/ defence forces
2705	Instructor/ <u>financial institution</u>
2705	Manager, Training/ running courses
2705	Officer, Bank/ training
2705	Officer, Employment
2705	Officer, Equal Opportunity
2705	Officer, Personnel
2705	Officer, Recruitment
2705	Officer, Staff Development
2705	Officer, Training
2705	Researcher/ personnel
2705	Supervisor, Training/ training and development of staff
2705	Trainer, Staff
2705	Trainer/ <u>defence forces</u>
2707	Administrator, Data
2707	Administrator, Data Base
2707	Analyst + Programmer
2707	Analyst, A.D.P.
2707	Analyst, Audit/ E.D.P.
2707	Analyst, Communications/ computing or A.D.P.
2707	Analyst, Computer
2707	Analyst, Data Base
2707	Analyst, Systems
2707	Auditor/ A.D.P.
2707	Auditor/ E.D.P.
2707	Clerk/ computer programming
2707	Consultant, Computer
2707	Consultant, Data Processing
2707	Controller, Network/ computing
2707	Designer, Computer Systems/ software
2707	Designer, Network/ software
2707	Designer, Systems/ computer software
2707	Engineer, Computer/ systems or software
2707	Engineer, Software
2707	Engineer, Systems/ computer software
2707	Manager, Data
2707	Manager, <u>Data Processing Company</u> / programming
2707	Officer, Computer Systems
2707	Officer, Systems Development/ <u>computing</u>
2707	Programmer
2707	Programmer + Analyst
2707	Researcher/ computer science

Code Title/ Task or Industry Response

2707	Scientist, Computer
2707	Writer, Compiler
2799	Administrator, Medical Records
2799	Adviser, Business
2799	Adviser, Management
2799	Adviser, Ministerial/ <u>government</u> : NAI (about area of advice)
2799	Adviser, Policy/ <u>government</u> : NAI (about policy area)
2799	Adviser/ <u>government policy</u> : NAI (about policy area)
2799	Agent, Booking/ <u>model agency</u>
2799	Agent, Literary
2799	Agent, Theatrical
2799	Agent/ <u>arranging work contracts, finding people work</u>
2799	Analyst, Business
2799	Analyst, Industry
2799	Analyst, Organisational
2799	Analyst, Policy
2799	Consultant, Business
2799	Consultant, Management
2799	Manager, Area/ <u>oil company</u>
2799	Manager, Territory/ <u>oil company</u>
2799	Officer, Industrial
2799	Officer, Industrial Relations
2799	Officer, Work Study
2799	Official, <u>Trade Union</u> / except above
2799	Organiser, Union
2799	Representative, <u>Trade Union</u>
2799	Researcher/ <u>business except personnel</u>
2799	Researcher/ <u>developing or analysing government policy</u>
2799	Researcher/ industrial relations
2800	Artist/ NAI (about specific tasks)
2801	Artist/ painting
2801	Cartoonist
2801	Maker, Print
2801	Painter/ artist
2801	Printmaker
2801	Sculptor
2803	Officer, Police/ photographer
2803	Photographer
2805	Animator
2805	Artist, Commercial
2805	Artist, Computer Graphics
2805	Artist, Display
2805	Artist, Graphic
2805	Designer, Costume
2805	Designer, Display

Code	Title/ Task or <u>Industry</u> Response
2805	Designer, <u>Dress</u>
2805	Designer, Exhibition
2805	Designer, <u>Fashion</u>
2805	Designer, Footwear
2805	Designer, Furniture
2805	Designer, Graphic
2805	Designer, Industrial
2805	Designer, Interior
2805	Designer, Jewellery
2805	Designer, <u>Kitchen</u>
2805	Designer, Package
2805	Designer, Product
2805	Designer, Publication
2805	Designer, Set/ <u>TV, film or stage</u>
2805	Designer, Textile
2805	Illustrator
2805	Manager, <u>Advertising Agency</u> / designing advertising materials
2805	Planner, Space
2807	Assistant, Editorial
2807	Assistant, Engineering/ technical writing
2807	Columnist
2807	Copywriter
2807	Correspondent/ newspaper
2807	Critic
2807	Editor, Art
2807	Editor, Associate
2807	Editor, Copy
2807	Editor, Finance
2807	Editor, News/ electronic media
2807	Journalist
2807	Manager, <u>Advertising Agency</u> / writing advertising copy
2807	Officer, Scientific Liaison/ writing or editing
2807	Reporter
2807	Reporter, Court/ <u>news media</u>
2807	Sub-editor
2807	Supervisor, Advertising/ <u>newspaper</u> ; designing or copywriting
2807	Writer, Copy
2807	Writer, Editorial
2807	Writer, Leader
2807	Writer, Scientific
2807	Writer, Technical
2809	Author
2809	Dramatist
2809	Editor, Book
2809	Editor, Script
2809	Novelist

Code Title/ Task or Industry Response

2809 Playwright
2809 Poet
2809 Screenwriter
2809 Writer, Screen
2809 Writer, Script
2809 Writer/ books

2811 Cinematographer
2811 Director, Art/ television, films or stage
2811 Director, Broadcasting
2811 Director, Casting
2811 Director, Photography, of
2811 Director, Technical/ television, film or stage
2811 Director/ television, film or stage
2811 Editor, Film
2811 Editor, Videotape
2811 Filmmaker
2811 Maker, Film
2811 Manager, Floor/ television studio
2811 Manager, Stage
2811 Producer, Radio
2811 Producer, Technical/ television, film or stage

2813 Artist, Striptease
2813 Choreographer
2813 Dancer
2813 Entertainer/ dancing
2813 Stripper/ entertainment industry

2815 Accompanist
2815 Arranger, Music
2815 Bandmaster
2815 Campanologist
2815 Cellist
2815 Chorister
2815 Composer
2815 Conductor, Band
2815 Conductor, Orchestra
2815 Director, Choral
2815 Director, Music
2815 Drummer
2815 Entertainer/ musical
2815 Flautist
2815 Guitarist
2815 Instrumentalist
2815 Leader, Band
2815 Leader, Orchestra
2815 Musician
2815 Oboist

Code Title/ Task or Industry Response

2815	Organist
2815	Pianist
2815	Player/ musical instrument
2815	Researcher/ music
2815	Saxophonist
2815	Singer
2815	Songwriter
2815	Violinist
2815	Vocalist
2815	Writer, Song
2817	Acrobat
2817	Actor
2817	Artist, Circus
2817	Artist, Variety
2817	Clown
2817	Comedian
2817	Entertainer/ except above
2817	Impersonator
2817	Juggler
2817	Magician
2817	Puppeteer
2817	Stuntperson
2817	Ventriloquist
2819	Announcer
2819	Commentator, Sport
2819	Compere
2819	Jockey, Disc
2819	Narrator/ <u>broadcasting</u>
2819	Presenter, Sports
2819	Reader, News
2901	Adviser, Economic
2901	Analyst, Economic
2901	Analyst, Trade
2901	Econometrician
2901	Economist
2901	Researcher/ economics
2903	Assessor, Personnel Selection/ <u>air force</u>
2903	Examiner/ psychology; <u>army</u>
2903	Officer, Guidance
2903	Psychologist
2903	Researcher/ psychology
2905	Adviser, Child Care
2905	Adviser, Childrens' Services
2905	Adviser, Curriculum
2905	Adviser, Education

Code Title/ Task or Industry Response

2905 Adviser, Pre School
 2905 Adviser, Teacher
 2905 Inspector, School
 2905 Officer, Curriculum Development
 2905 Officer, Education/ except above
 2905 Officer, Liaison/ home-school
 2905 Researcher/ education
 2905 Superintendent, School
 2905 Teacher/ curriculum development

 2907 Analyst, Market Research
 2907 Analyst, Marketing
 2907 Anthropologist
 2907 Archaeologist
 2907 Climatologist
 2907 Consultant, Town Planning
 2907 Criminologist
 2907 Economist, Home
 2907 Etymologist
 2907 Geographer
 2907 Historian
 2907 Linguist/ research
 2907 Planner, Town
 2907 Planner, Urban
 2907 Researcher, Market/ except above
 2907 Researcher/ anthropology
 2907 Researcher/ geography
 2907 Researcher/ history
 2907 Researcher/ political science
 2907 Researcher/ social sciences
 2907 Researcher/ sociology
 2907 Scientist, Political
 2907 Sociologist

 2909 Actuary
 2909 Analyst, Operations Research
 2909 Analyst, Statistical
 2909 Biometrician
 2909 Demographer
 2909 Mathematician
 2909 Officer, Actuarial
 2909 Officer, Statistical
 2909 Researcher, Market/ statistician
 2909 Researcher/ mathematics
 2909 Researcher/ statistics
 2909 Statistician

 2911 Bibliographer
 2911 Cataloguer

Code	Title/ Task or <u>Industry</u> Response
2911	Librarian
2911	Teacher + Librarian/ except above
2999	Adviser, Recreation
2999	Adviser/ strategic analysis
2999	Analyst, Defence
2999	Analyst, Imagery/ <u>defence</u>
2999	Analyst, intelligence
2999	Analyst, Strategic/ <u>defence</u>
2999	Archivist
2999	Assistant, Electoral
2999	Assistant, Electorate
2999	Assistant, Executive
2999	Assistant, Research/ assisting member of parliament
2999	Assistant, Technical/ patent attorney
2999	Clerk, High Court, of
2999	Clerk/ translating or interpreting
2999	Conservator
2999	Curator/ <u>museum or art gallery</u>
2999	Curator/ <u>zoo</u>
2999	Ergonomist
2999	Examiner, Patent
2999	Hygienist, Occupational
2999	Interpreter
2999	Linguist/ translating or interpreting
2999	Maker, Wine
2999	Manager, <u>Winery</u> / making wine
2999	Marker/ exam papers
2999	Master, Court
2999	Oenologist
2999	Officer, Activities
2999	Officer, Assessment/ <u>office of national assessments</u>
2999	Officer, Bank/ interpreting or translating for migrants
2999	Officer, Community Arts
2999	Officer, Electoral
2999	Officer, Electorate
2999	Officer, Intelligence
2999	Officer, Recreation
2999	Planner, Recreation
2999	Registrar/ <u>court</u>
2999	Registrar/ <u>industrial tribunal</u>
2999	Registrar/ <u>museum</u>
2999	Researcher/ assistant to parliamentarian
2999	Researcher/ philosophy, logic, epistemology or metaphysics
2999	Scientist, Sports
2999	Subtitled
2999	Supervisor, Recreation
2999	Taster, Wine

Code Title/ Task or Industry Response

2999 Translator

2999 Winemaker

Code	Title/ Task or <u>Industry</u> Response
3???	Officer, Technical/ drafting: Code to Draftsperson
3000	Officer, Technical/ NAI (about field of work)
3000	Technician/ research; NAI (about field of research)
3100	Assistant, Laboratory/ <u>NAI (about type of laboratory)</u>
3100	Technician, Laboratory/ <u>NAI (about type of laboratory)</u>
3101	Assistant, Laboratory/ medical
3101	Audiometrist
3101	Electrographer
3101	Hygienist, Dental
3101	Officer, Technical/ medical
3101	Technician, Anaesthetic
3101	Technician, Biomedical
3101	Technician, Cardiac
3101	Technician, Dialysis
3101	Technician, Ear Mould
3101	Technician, ECG
3101	Technician, EEG
3101	Technician, Electrocardiographic
3101	Technician, Electroencephalographic
3101	Technician, Hospital
3101	Technician, Laboratory/ medical, clinical or pathology
3101	Technician, Medical
3101	Technician, Pathology
3101	Technician, Renal
3101	Technician, Theatre/ <u>hospital</u>
3101	Technician, Ultrasound/ <u>medical</u>
3101	Technician, Urological
3101	Technician, X-Ray/ <u>medical</u>
3101	Technician, X-Ray/ <u>NAI (about tasks or industry)</u>
3101	Therapist, Dental
3101	Therapist, Oral
3101	Ultrasonographer/ <u>medical</u>
3103	Analyst, Chemical
3103	Analyst, Laboratory
3103	Analyst, Seed
3103	Analyst, Sugar
3103	Analyst, Water
3103	Analyst/ product or sample analysis, assaying or testing
3103	Assayer, Fire
3103	Assessor, Forest
3103	Assistant, Hydrographic
3103	Assistant, Laboratory/ <u>science</u>
3103	Assistant, Technical/ <u>CSIRO</u> ; NAI (about type of research)
3103	Chemist/ sugar or juice testing
3103	Hydrographer

Code	Title/ Task or <u>Industry</u> Response
3103	Marker, Tree
3103	Observer, Gravity Prospecting
3103	Observer, Meteorological
3103	Observer, Mineral
3103	Officer, Artificial Insemination
3103	Officer, Police/ ballistics
3103	Officer, Police/ examining fingerprints
3103	Officer, Technical/ agricultural
3103	Officer, Technical/ biology
3103	Officer, Technical/ botany
3103	Officer, Technical/ chemistry
3103	Officer, Technical/ fisheries
3103	Officer, Technical/ forestry
3103	Officer, Technical/ geology
3103	Officer, Technical/ geophysical
3103	Officer, Technical/ horticulture
3103	Officer, Technical/ meteorological
3103	Officer, Technical/ physics
3103	Officer, Technical/ science
3103	Officer, Technical/ textiles
3103	Officer, Technical/ veterinary
3103	Officer, Technical/ zoology
3103	Technician, Agricultural
3103	Technician, Animal
3103	Technician, Artificial Insemination
3103	Technician, Biological
3103	Technician, Botanical
3103	Technician, Chemical
3103	Technician, Dairy
3103	Technician, Field Crop
3103	Technician, Food
3103	Technician, Forestry
3103	Technician, Geochemical
3103	Technician, Geology
3103	Technician, Geophysics
3103	Technician, Horticultural
3103	Technician, Hydrological
3103	Technician, Laboratory/ <u>science</u>
3103	Technician, Mycological
3103	Technician, Paint
3103	Technician, Palaeontology
3103	Technician, Physics
3103	Technician, Plant
3103	Technician, Poultry
3103	Technician, Science
3103	Technician, Television/ <u>engineering</u>
3103	Technician, Textile

Code	Title/ Task or <u>Industry</u> Response
3103	Technologist, Dairy
3103	Technologist, Fuel
3103	Technologist, Textile
3103	Tester, Cane
32??	Supervisor, Engineering: Code to Technician, Engineering
3200	Assistant, Drafting/ NAI (about type of drafting)
3200	Associate, Engineering/ NAI (about type of engineering)
3200	Draftsperson, Design/ NAI (about type of drafting)
3200	Draftsperson, Detail/ NAI (about type of drafting)
3200	Draftsperson, Engineering/ NAI (about type of engineering)
3200	Draftsperson/ NAI (about specific tasks)
3200	Technician, Engineering/ NAI (about type of engineering)
3201	Assistant, Drafting/ electrical or electronic
3201	Assistant, Engineering/ electrical
3201	Associate, Engineering/ electrical
3201	Associate, Engineering/ electronic
3201	Controller, Satellite
3201	Designer, Printed Circuit Board
3201	Draftsperson, Design/ electrical or electronic
3201	Draftsperson, Detail/ electrical or electronic
3201	Draftsperson, Electrical
3201	Draftsperson, Engineering/ electrical
3201	Engineer, Charge/ <u>power station</u>
3201	Engineer, Shift/ <u>power station</u>
3201	Estimator/ electrical
3201	Officer, Technical/ communications
3201	Officer, Technical/ computing
3201	Officer, Technical/ electrical
3201	Officer, Technical/ electronic
3201	Officer, Technical/ Telecom
3201	Supervisor, Power Station
3201	Technician, Electrical
3201	Technician, Electronics
3201	Technician, Engineering/ communications
3201	Technician, Engineering/ electrical
3201	Technician, Engineering/ electronic
3201	Technician, Radio/ <u>engineering</u>
3201	Technician, Telemetry
3201	Technician/ communications electronic systems; <u>air force</u>
3203	Assistant, Drafting/ civil
3203	Assistant, Engineering/ civil
3203	Assistant, Engineering/ <u>local government</u>
3203	Associate, Engineering/ civil
3203	Draftsperson, Civil
3203	Draftsperson, Design/ civil

Code	Title/ Task or <u>Industry</u> Response
3203	Draftsperson, Engineering/ civil
3203	Draftsperson, Structural
3203	Officer, Technical/ civil engineering
3203	Officer, Technical/ construction except buildings
3203	Technician, Engineering/ civil
3203	Tester, Soil
3205	Assistant, Drafting/ mechanical
3205	Assistant, Engineering/ mechanical
3205	Assistant, Engineering/ repairing or maintaining machinery
3205	Associate, Engineering/ mechanical
3205	Designer, Tool
3205	Draftsperson, Design/ designs tools
3205	Draftsperson, Design/ mechanical
3205	Draftsperson, Engineering/ mechanical
3205	Draftsperson, Mechanical
3205	Engineer, Vibroseis
3205	Mechanic, Vibroseis
3205	Officer, Technical/ mechanical engineering
3205	Technician, Boiler/ testing
3205	Technician, Engineering/ mechanical
3205	Technician, Hydraulic
3205	Technician, Vibroseis
3207	Assistant, Drafting/ architectural
3207	Assistant, Drafting/ building
3207	Assistant, Drafting/ cartographic
3207	Associate, Architectural
3207	Associate, Cartographic
3207	Associate, Surveying
3207	Clerk, Works, of
3207	Coordinator, Building/ <u>construction</u>
3207	Draftsperson, Architectural
3207	Draftsperson, Cartographic
3207	Draftsperson, Plumbing
3207	Draftsperson, Survey
3207	Editor, Map
3207	Estimator, Quantity/ <u>building</u>
3207	Estimator/ building
3207	Interpreter, Photographic/ <u>air force</u>
3207	Manager, Site/ <u>construction</u>
3207	Officer, Technical/ architectural
3207	Officer, Technical/ buildings
3207	Officer, Technical/ cartography
3207	Officer, Technical/ surveying
3207	Photogrammetrist
3207	Supervisor, Building/ <u>construction</u>
3207	Supervisor, Construction

Code	Title/ Task or <u>Industry</u> Response
3207	Supervisor, Works/ construction
3207	Technician, Building
3207	Technician, Cartographic
3207	Technician, Survey
3299	Deputy, Mine
3299	Draftsperson, Detail/ aircraft
3299	Draftsperson, Detail/ mining
3299	Draftsperson, Ship Building
3299	Officer, Technical/ airframe
3299	Officer, Technical/ chemical engineering
3299	Officer, Technical/ mining
3299	Officer, Technical/ welding
3299	Planner, Production/ engineering
3299	Radiographer/ except above
3299	Supervisor, Mine
3299	Supervisor, Underground
3299	Technician, Aircraft Systems/ <u>air force</u>
3299	Technician, Avionics Systems/ <u>air force</u>
3299	Technician, Engineering/ chemical
3299	Technician, Metallurgical
3299	Technician, Mining
3299	Technician, Ultrasound/ <u>metal testing</u>
3299	Technician, Welding
3299	Technician, X-Ray/ except above
3299	Tracer
3299	Ultrasonographer/ <u>metal testing</u>
3299	Undermanager, Mine
3301	Captain/ aircraft
3301	Officer, Pilot/ <u>air force</u> ; flying aircraft
3301	Officer, Police/ pilot
3301	Pilot
3301	Sprayer, Aerial
3303	Aircrewman/ <u>defence forces</u>
3303	Analyst, Airborne Electronics/ <u>defence forces</u>
3303	Controller, Traffic/ air
3303	Crewman/ aircraft; <u>defence forces</u>
3303	Crewman/ <u>rescue aircraft</u>
3303	Engineer, Flight
3303	Examiner, Aircrew
3303	Examiner, Airmen, of
3303	Examiner, Flight Crew
3303	Inspector, Flight Engineer
3303	Loadmaster/ <u>defence forces</u>
3303	Navigator/ <u>aircraft</u>
3303	Observer/ <u>navy</u>
3303	Observer/ <u>rescue aircraft</u>

Code Title/ Task or Industry Response

3303 Officer, Air Defence/ defence forces
3303 Officer, Flight Service
3303 Supervisor, Flight Service
3303 Surveyor, Airways
3303 Surveyor, Airworthiness
3303 Surveyor, Flight

3305 Captain/ ferry
3305 Captain/ ship except defence forces
3305 Driver, Launch
3305 Fisherman, Master
3305 Fisherman/ skipper
3305 Mariner, Master
3305 Master, Barge
3305 Master, Dredge
3305 Master, Ferry
3305 Master, Fishing Boat
3305 Master, Launch
3305 Master, Ship's
3305 Master, Trawler
3305 Master, Tug
3305 Mate, Ship's
3305 Navigator/ navy
3305 Officer, Deck
3305 Officer, Navigation/ ship
3305 Officer, Seaman/ navy
3305 Operator, Dredge/ boat
3305 Operator, Ferry/ not cable ferry
3305 Operator, Hovercraft
3305 Operator, Hydrofoil
3305 Pilot, Marine
3305 Pilot, Ship's
3305 Skipper/ boat
3305 Supervisor, Ferry

3307 Engineer, Marine
3307 Engineer, Ship's
3307 Surveyor, Marine

3401 Midwife
3401 Nurse + Midwife
3401 Nurse, Charge
3401 Nurse, Community
3401 Nurse, Geriatric
3401 Nurse, Mental Deficiency
3401 Nurse, Mental Health
3401 Nurse, Occupational Health
3401 Nurse, Psychiatric
3401 Nurse, Registered

Code	Title/ Task or <u>Industry</u> Response
3401	Nurse, Theatre
3401	Nurse/ except above
3401	Officer, Nursing/ <u>defence forces</u>
3401	Sister, Charge
3401	Sister/ <u>nursing</u>
3401	SRN
3401	Supervisor, Nursing
3401	Venipuncturist/ registered nurse
3401	Venipuncturist/ except above
3501	Aide, Police
3501	Cadet/ <u>police</u>
3501	Constable/ <u>police</u>
3501	Detective/ <u>police</u> ; except above
3501	Examiner, Fingerprint/ <u>police</u>
3501	Examiner, Firearms
3501	Officer, Police/ except above
3501	Sergeant/ <u>police</u>
3901	Coordinator, Community Services
3901	Coordinator, Home Help
3901	Educator, Social
3901	Leader, Youth
3901	Officer, Community Development
3901	Officer, Housing/ finding low income housing
3901	Officer, Migrant Information
3901	Officer, Parole
3901	Officer, Probation
3901	Officer, Residential Care
3901	Officer, Welfare/ except above
3901	Officer, Youth
3901	Supervisor, Parole
3901	Supervisor, Probation
3901	Supervisor/ handicapped persons; training
3901	Trainer, Social
3901	Visitor, Social Health
3901	Worker, Community
3901	Worker, Residential Care
3901	Worker, Welfare
3901	Worker, Youth
3903	Artist, Make Up
3903	Assistant, Production/ <u>film and television</u>
3903	Assistant, Staging
3903	Cameraman
3903	Cinecameraman
3903	Designer, Special Effects
3903	Director, Lighting/ <u>television, film or stage</u>
3903	Dresser, Theatrical

Code	Title/ Task or <u>Industry</u> Response
3903	Editor, Sound
3903	Engineer, Recording
3903	Engineer, Sound
3903	Manager, Road/ performing arts
3903	Mixer/ <u>sound</u>
3903	Mixer/ <u>vision</u>
3903	Officer, Audio Visual
3903	Operator, Audio
3903	Operator, Camera/ television or motion picture
3903	Operator, Control Room/ <u>broadcasting</u>
3903	Operator, Dubbing
3903	Operator, Dubbing Machine
3903	Operator, Microphone Boom
3903	Operator, Radio/ <u>broadcasting</u>
3903	Operator, Sound Recording
3903	Operator, Television Camera
3903	Operator, Video/ TV or film
3903	Person, Continuity
3903	Person, Sound Effects
3903	Person, Special Effects
3903	Recorder, Sound
3903	Recorder, Video
3903	Recordist, Sound
3903	Supervisor, Lighting/ <u>television, film or stage</u>
3903	Supervisor, Property/ <u>stage</u>
3903	Switcher/ <u>audio visual arts</u>
3903	Technician, Audio
3903	Technician, Audio-visual
3903	Technician, Light
3903	Technician, Sound
3905	Adjuster, Insurance
3905	Adjuster, Loss
3905	ASO/ <u>class 1-6 APS</u> ; inspecting, licensing or regulating
3905	Assessor, Claims/ <u>insurance except health</u>
3905	Assessor, <u>Insurance/</u> except above
3905	Assessor, Loss
3905	Assistant, Quarantine
3905	Catcher, Dog
3905	Censor
3905	Clerk, <u>Customs/</u> examining cargo or baggage
3905	Controller, Dog Pound
3905	Examiner, Car and Wagon
3905	Examiner, Driver
3905	Examiner, Gas
3905	Examiner, Train
3905	Inspector, Agricultural
3905	Inspector, Apprenticeship

Code Title/ Task or Industry Response

3905	Inspector, Arbitration
3905	Inspector, Automobile/ <u>motor registry</u>
3905	Inspector, Beach
3905	Inspector, Boiler
3905	Inspector, Boring
3905	Inspector, Building
3905	Inspector, Bus
3905	Inspector, Cane
3905	Inspector, Casino
3905	Inspector, Crane
3905	Inspector, Drainage
3905	Inspector, Electrical
3905	Inspector, Fisheries
3905	Inspector, Gas
3905	Inspector, Health
3905	Inspector, Horticultural
3905	Inspector, Housing
3905	Inspector, Industrial Hygiene
3905	Inspector, Licensing
3905	Inspector, Litter
3905	Inspector, Locomotive
3905	Inspector, Meat
3905	Inspector, Mechanical
3905	Inspector, Mines
3905	Inspector, Ordinance
3905	Inspector, Pest Control
3905	Inspector, Plant
3905	Inspector, Plumbing
3905	Inspector, Pressure Vessels
3905	Inspector, Quarantine
3905	Inspector, Safety
3905	Inspector, Sanitary
3905	Inspector, Scaffolding
3905	Inspector, Taxation
3905	Inspector, Traffic
3905	Inspector, Tram
3905	Inspector, Travel Accommodation
3905	Inspector, Vehicle/ <u>motor registry</u>
3905	Inspector, Water
3905	Inspector, Weights and Measures
3905	Inspector, Works, of
3905	Inspector/ <u>government except school</u>
3905	Investigator, Accident/ aircraft
3905	Investigator, Customs/ examining cargo or baggage
3905	Investigator, Taxation
3905	Manager, Claims/ assessing insurance claims except health
3905	Manager, <u>Insurance Office</u> / assessing insurance except health

Code Title/ Task or Industry Response

3905	Manager, Office/ <u>insurance</u> ; assessing insurance except health
3905	Miner/ safety officer or examiner
3905	Officer, By-Laws
3905	Officer, <u>Customs</u> / examining cargo or baggage
3905	Officer, Dairy Exports Standards
3905	Officer, Dairy Produce
3905	Officer, Field/ inspecting
3905	Officer, Field/ <u>social security</u>
3905	Officer, Fisheries
3905	Officer, Land Management/ vermin or weed control
3905	Officer, Licence Testing
3905	Officer, Meatworks Standards
3905	Officer, Patrol/ <u>gas, electricity or water except security</u>
3905	Officer, Quality Assurance/ <u>armaments</u>
3905	Officer, Quarantine
3905	Officer, Safety
3905	Officer, Standards/ exports
3905	Officer, Taxation Investigation
3905	Officer, Wildlife
3905	Patrolman/ <u>gas, electricity or water except security</u>
3905	Supervisor, Bus/ <u>ACT bus service</u>
3905	Surveyor, Building
3905	Surveyor, Health
3905	Surveyor, Vehicle
3907	Coordinator, Child Care
3907	Director, <u>Child Care Centre</u> / supervising staff, administration
3907	Director, <u>Child Care Centre</u> / NAI (about specific tasks)
3907	Director, <u>Day Care Centre</u> / supervising staff, administration
3907	Director, <u>Day Care Centre</u> / NAI (about specific tasks)
3907	Manager, <u>Child Care Centre</u> / supervising staff, administration
3907	Manager, <u>Child Care Centre</u> / NAI (about specific tasks)
3907	Manager, <u>Day Care Centre</u> / supervising staff, administration
3907	Manager, <u>Day Care Centre</u> / NAI (about specific tasks)
3909	Attendant, Ambulance
3909	Bearer, Ambulance
3909	Driver, Ambulance
3909	Officer, Ambulance
3909	Paramedic, Ambulance
3911	Guard/ <u>prison</u>
3911	Officer, Correctional/ <u>penal institution</u>
3911	Officer, Custodial
3911	Officer, Prison
3911	Warden, <u>Prison</u>
3913	Buyer
3913	Officer, Procurement

Code Title/ Task or Industry Response

3913	Officer, Purchasing
3913	Officer, Supply/ except above
3913	Quartermaster/ ship
3913	Representative, Sales/ buying as well as selling
3913	Woolbuyer
3915	Athlete
3915	Coach/ sports
3915	Cricketer
3915	Cyclist/ sport
3915	Driver, Racing
3915	Footballer
3915	Golfer
3915	Jockey
3915	Judge/ horse racing
3915	Linesperson/ <u>sport</u>
3915	Player/ sport
3915	Professional, Golf
3915	Referee
3915	Reinsman
3915	Starter/ racing
3915	Steward, Race
3915	Surfer
3915	Trainer/ sports
3915	Umpire
3915	Wrestler
3999	Accessioner/ <u>library</u>
3999	Agent, Enquiry
3999	Agent, Inquiry
3999	Analyst, Cost
3999	Analyst, Credit/ except above
3999	Analyst, Financial/ assessing creditworthiness for credit cards
3999	Analyst, Financial/ assessing creditworthiness personal loans
3999	Analyst, Forms
3999	Apprentice/ wool handling or classing
3999	Artist, Airbrush
3999	Artist, Background
3999	Artist, Finishing
3999	Artist, Layout
3999	Artist, Lettering
3999	Artist, Paste Up
3999	Artist, Show Card
3999	Assistant, Camera
3999	Assistant, Curatorial
3999	Assistant, Mortuary
3999	Assistant, Pathology
3999	Assistant, Post Mortem

Code	Title/ Task or Industry Response
3999	Assistant, School/ laboratory
3999	Classer, Wool
3999	Classer/ hide and skin
3999	Consultant, Colour/ interior decoration
3999	Controller, Credit
3999	Decorator, Interior/ except above
3999	Designer, Forms
3999	Detective/ <u>private</u>
3999	Detective/ <u>railway</u>
3999	Dresser, Window
3999	Grader, Fur
3999	Grader, Leather
3999	Investigator, Insurance
3999	Investigator, Private
3999	Investigator, Railway
3999	Officer, Acceptance/ <u>financial institution</u>
3999	Officer, Bank/ loans or lending
3999	Officer, Chief Petty/ <u>navy</u>
3999	Officer, Credit
3999	Officer, Credit Control
3999	Officer, Library
3999	Officer, Loans
3999	Officer, Rural/ <u>banking</u>
3999	Officer, Warrant/ <u>defence forces</u>
3999	Operator, Air Surveillance/ <u>air force</u>
3999	Operator, Communications/ <u>defence forces</u>
3999	Operator, Radar/ <u>army</u>
3999	Operator, Radio/ except above
3999	Operator, Signals/ <u>defence forces</u>
3999	Operator, Sonar/ <u>navy</u>
3999	Plotter, Radar/ <u>navy</u>
3999	Purser/ <u>ship</u>
3999	Ranger
3999	Retoucher/ <u>photographic</u>
3999	Sergeant Major/ <u>army</u>
3999	Signaller/ <u>defence forces</u>
3999	Supervisor, Communications/ <u>defence</u>
3999	Supervisor, Radio
3999	Taxidermist
3999	Technician, Library
3999	Technician, Museum
3999	Technician, Studio/ <u>photographic</u>
3999	Telegraphist
3999	Warden, Community/ aboriginal community
3999	Warden, Park
3999	Writer, Ticket

Code Title/ Task or Industry Response

4???	Engineer, Maintenance: Code to Repairer
4???	Engineer, Service: Code to Repairer
4???	Engineer/ repairing appliances: Code to Repairer
4???	Foreperson: Disregard Title
4???	Manager, Printing Company/ printing tasks: Code to Printer
4???	Technician/ repairing or servicing equipment; except above: Code to Repairer
4000	Apprentice/ NAI (about specific trade or tasks)
4000	Technician/ repairing or servicing equipment; NAI (about type of equipment)
4101	Caster, Die
4101	Cutter, Die
4101	Diecutter
4101	Diemaker
4101	Jigmaker/ metal
4101	Maker, Die
4101	Maker, Jig/ metal
4101	Maker, Tool
4101	Supervisor, Tooling
4101	Toolmaker
4103	Cutter, Gear
4103	Diesetter/ <u>metal</u>
4103	Fitter + Machinist
4103	Fitter + Mechanic/ except above
4103	Fitter + Turner
4103	Fitter + Welder
4103	Fitter, Aircraft
4103	Fitter, Diesel
4103	Fitter, Engine
4103	Fitter, Heavy Duty
4103	Fitter, Hydraulic
4103	Fitter, Maintenance
4103	Fitter, Mechanical
4103	Fitter, Plant
4103	Fitter, Stove
4103	Fitter, Tool
4103	Fitter/ NAI (about type of fitting)
4103	Machinist, Metal/ except above
4103	Maker, Axle
4103	Mechanic, Heavy Equipment
4103	Mechanic, Linotype
4103	Mechanic, Locomotive
4103	Mechanic, Loom
4103	Mechanic, Plant
4103	Mechanic, Sewing Machine
4103	Mechanic, Textile
4103	Millwright
4103	Operator, Lathe/ <u>metal</u>

Code	Title/ Task or <u>Industry</u> Response
4103	Operator, Milling Machine/ <u>metal</u>
4103	Repairer, Air Compressor
4103	Repairer/ machine tools
4103	Repairer/ mechanical plant except vehicles
4103	Setter, Die/ <u>metal</u>
4103	Setter, Machine/ <u>metal</u>
4103	Setter, Tool
4103	Toolsetter
4103	Turner, Loom
4103	Turner + Fitter
4103	Turner/ <u>metal</u>
4103	Worker, Textile/ loom tuning
4201	Blacksmith
4201	Farrier
4201	Forger/ <u>metal</u> ; except above
4201	Maker, Spring
4201	Smith, Forging
4201	Springmaker
4201	Toolsmith
4203	Coppersmith
4203	Installer, Air Conditioning/ installing ducting
4203	Maker, Pattern/ cutting, shaping or joining metal
4203	Maker, Pattern/ sheet metal
4203	Maker, Pattern/ <u>vehicle</u>
4203	Maker, Tank/ <u>metal</u>
4203	Operator, Guillotine/ <u>metal</u>
4203	Patternmaker/ cutting, shaping or joining metal
4203	Patternmaker/ sheet metal
4203	Patternmaker/ <u>vehicle</u>
4203	Repairer, Air Conditioning/ repairing ducting
4203	Smith, Copper
4203	Smith, Tin
4203	Spinner, Metal
4203	Spinner, Pipe
4203	Technician, Air Conditioning/ ducting
4203	Tinsmith
4203	Worker, Sheetmetal
4205	Boilermaker
4205	Boilermaker + Welder
4205	Brazier
4205	Builder/ welding
4205	Fabricator, Aluminium
4205	Fabricator, Metal
4205	Inspector, Pressure Weld
4205	Maker, Boiler
4205	Maker, Template/ <u>metal</u>

Code	Title/ Task or <u>Industry</u> Response
4205	Mechanic, Boiler
4205	Operator, Welder
4205	Serviceperson, Boiler
4205	Solderer
4205	Spotwelder
4205	Supervisor, Welding
4205	Tradesperson, Structural Steel
4205	Welder
4207	Coremaker/ <u>metal</u>
4207	Maker, Pattern/ metal casting
4207	Moulder + Coremaker
4207	Moulder, Jobbing
4207	Moulder/ <u>metal</u> ; except above
4207	Patternmaker/ metal casting
4209	Anodiser
4209	Burnisher
4209	Electroformer
4209	Electroplater
4209	Finisher, Metal/ except above
4209	Plater/ metal except silver
4209	Polisher, Metal/ except above
4211	Apprentice, Aircraft Maintenance
4211	Engineer, Aircraft/ maintenance
4211	Engineer, Ground
4211	Examiner, Aircraft
4211	Fitter, Aircraft Engine
4211	Fitter, Airframe
4211	Inspector, Aircraft
4211	Mechanic, Aircraft
4211	Mechanic, Airframe/ air force
4211	Mechanic, Aviation
4211	Mechanic, Helicopter
4211	Technician, Aircraft/ repairing or servicing
4211	Technician, Instrument/ aircraft
4213	Armourer
4213	Cracker, Safe
4213	Doctor, Saw
4213	Engraver/ metal
4213	Engraver/ trophy or jewellery
4213	Fitter, Instrument
4213	Grinder, Precision/ metal
4213	Grinder, Saw
4213	Grinder, Tool
4213	Gunsmith
4213	Locksmith

Code Title/ Task or Industry Response

4213	Maker, Clock
4213	Maker, Instrument/ <u>meters or gauges</u>
4213	Maker, Safe
4213	Maker, Saw
4213	Maker, Scale
4213	Maker, Watch
4213	Mechanic, Instrument
4213	Mechanic, Meter
4213	Repairer, Camera
4213	Repairer, Clock
4213	Repairer, Instrument/ <u>meters and gauges</u>
4213	Repairer, Saw
4213	Repairer, Watch
4213	Safe-cracker
4213	Safemaker
4213	Scalemaker
4213	Sharpener, Saw
4213	Technician, Instrument/ scientific
4213	Technician, Instrument/ except above
4213	Technician, Meter
4213	Technician/ repairing or servicing equipment; medical
4213	Technician/ repairing or servicing equipment; scientific
4213	Watchmaker
4300	Apprentice, Electrical/ NAI (about specific tasks)
4300	Apprentice, Electronics/ NAI (about specific tasks)
4300	Linesperson/ <u>NAI (about specific tasks)</u>
4301	Apprentice, Electrical/ powerline
4301	Jointer, Cable/ <u>electrical</u>
4301	Layer, Cable/ <u>electric</u>
4301	Linesperson/ <u>electrical</u>
4301	Linesperson/ power
4301	Serviceperson, Line/ <u>electricity</u>
4301	Supervisor, Electrical/ linemen
4303	Apprentice, Electrical/ armature winding
4303	Apprentice, Electrical/ electrical fitting
4303	Fitter + Mechanic/ electrical
4303	Fitter, Electrical
4303	Fitter, Electrical Instrument
4303	Manager, <u>Shop</u> / repairing small electrical appliances
4303	Mechanic, Washing Machine
4303	Repairer, Washing Machine
4303	Repairer/ power tools
4303	Serviceperson, Power Tools
4303	Supervisor, Electrical/ electrical fitters or installers
4303	Winder, Armature
4303	Winder, Coil/ heavy duty

Code Title/ Task or Industry Response

4305	Apprentice, Electrical/ automotive
4305	Electrician, Auto
4305	Electrician, Automotive
4305	Fitter, Automotive Electrical
4307	Apprentice, Airconditioning
4307	Apprentice, Electrical/ refrigeration or airconditioning
4307	Apprentice, Refrigeration
4307	Fitter, Refrigeration
4307	Installer, Air Conditioning/ installing plant
4307	Mechanic, Air Conditioning
4307	Mechanic, Refrigeration
4307	Repairer, Air Conditioning/ repairing plant
4307	Serviceperson, Air Conditioning
4307	Serviceperson, Refrigeration
4307	Technician, Air Conditioning/ plant
4307	Technician, Refrigeration
4309	Apprentice, Electrical/ installation of wiring, lights or switches
4309	Bestboy
4309	Contractor, Electrical
4309	Electrician
4309	Gaffer/ <u>film production</u>
4309	Installer, Electrical
4309	Mechanic, Electrical
4309	Supervisor, Electrical/ electricians or electrical mechanics
4311	Apprentice, Communications
4311	Apprentice, Electronics/ broadcasting or communications
4311	Installer, Alarms
4311	Installer, Security Systems
4311	Installer, Telephone
4311	Jointer, Cable/ telecommunications
4311	Linesperson/ <u>telecommunications</u>
4311	Officer, Lines/ <u>Telecom</u>
4311	Serviceperson, Line/ Telecom
4311	Technician, Radio/ <u>broadcasting</u>
4311	Technician, Signal Maintenance
4311	Technician, Telecommunications
4311	Technician, Telephone
4311	Technician, Television/ <u>broadcasting</u>
4311	Tradesperson, Broadcasting
4311	Tradesperson, Telecommunications
4313	Apprentice, Electronics/ radio and television repair
4313	Manager, <u>Shop</u> / servicing t.v., radio or hi-fi
4313	Mechanic, Radio
4313	Mechanic, Television
4313	Repairer, Radio

Code Title/ Task or Industry Response

4313 Repairer, Television
4313 Repairer, Video
4313 Serviceperson, Radio
4313 Serviceperson, Television
4313 Technician, Hi-Fi
4313 Technician, Radio/ repairing or servicing appliances
4313 Technician, Television/ repairing or servicing appliances
4313 Technician, Video/ repair
4313 Tradesperson, Radio
4313 Tradesperson, Television

4315 Apprentice, Electronics/ computer servicing
4315 Engineer, Computer/ installing, repairing or servicing
4315 Engineer, Customer/ computer
4315 Mechanic, Business Machine
4315 Mechanic, Office Machine
4315 Mechanic, Typewriter
4315 Repairer/ cash register
4315 Repairer/ computers
4315 Repairer/ electronic office machines
4315 Serviceperson, Computer
4315 Technician, Accounting Machine
4315 Technician, Computer
4315 Technician, Office Machine
4315 Technician, Photocopier
4315 Technician, Typewriter

4399 Electrician, Lift
4399 Fitter, Light
4399 Installer, Lift
4399 Mechanic, Amusement Machine
4399 Mechanic, Elevator
4399 Mechanic, Lift
4399 Mechanic, Poker Machine
4399 Mechanic, Vending Machine
4399 Serviceperson, Amusement Machine
4399 Serviceperson, Poker Machine
4399 Serviceperson, Vending Machine
4399 Technician, Amusement Machine
4399 Technician, Instrument/ electronic
4399 Technician, Poker Machine
4399 Technician, Vending Machine
4399 Tradesperson, Control Equipment

4400 Apprentice, Building/ NAI (about specific tasks)

4401 Apprentice, Building/ carpentry or joinery
4401 Builder/ carpentry
4401 Carpenter

Code	Title/ Task or <u>Industry</u> Response
4401	Carpenter + Builder
4401	Carpenter + Joiner
4401	Contractor, Building/ carpentry
4401	Contractor, Construction/ carpentry
4401	Contractor, Flooring/ <u>wooden floors</u>
4401	Fitter, Kitchen
4401	Fitter, Shop
4401	Formworker/ carpentry
4401	Framer, Roof
4401	Framer, Wall
4401	Joiner
4401	Maker, Pattern/ wood
4401	Maker, Prop
4401	Maker, Scenery
4401	Mechanist, Theatre
4401	Patternmaker/ wood
4401	Sander, Floor
4401	Setter Out
4401	Setter, Form/ <u>carpentry</u>
4401	Shopfitter
4401	Worker, Form/ carpentry
4403	Apprentice, Building/ bricklaying
4403	Blocklayer
4403	Brickie
4403	Bricklayer
4403	Builder/ bricklaying
4403	Contractor, Bricklaying
4403	Contractor, Building/ bricklaying
4403	Contractor, Construction/ bricklaying
4403	Layer, Brick
4403	Paver/ <u>brick</u>
4403	Steeplejack
4403	Tuckpointer
4405	Contractor, Painting
4405	Decorator, Interior/ painting
4405	Housepainter
4405	Painter + Decorator
4405	Painter, Bridge
4405	Painter, House
4405	Painter, Spray/ <u>painting buildings</u>
4405	Painter/ buildings
4405	Painter/ NAI (about type of painting)
4405	Paperhanger
4405	Signwriter
4405	Spraypainter/ <u>painting buildings</u>
4405	Writer, Sign

Code Title/ Task or Industry Response

4407 Contractor, Plastering
4407 Fixer, Ceiling
4407 Fixer, Cornice
4407 Fixer, Gyprock
4407 Fixer, Plaster
4407 Plasterer
4407 Renderer, Cement

4409 Contractor, Drainage
4409 Contractor, Plumbing
4409 Contractor, Sewage
4409 Contractor, Sewerage
4409 Drainer
4409 Fitter, Gas
4409 Fitter, Pipe
4409 Fitter, Sprinkler
4409 Gasfitter
4409 Installer, Septic Tank
4409 Joiner, Pipe
4409 Layer, Gas Main
4409 Plumber
4409 Plumber + Drainer
4409 Plumber + Gasfitter
4409 Repairer, Gas Main
4409 Serviceperson, Gas Appliances
4409 Supervisor, Plumbing

4411 Contractor, Roofing
4411 Contractor, Slating
4411 Contractor, Tiling
4411 Fixer, Roof
4411 Shingler, Roof
4411 Slater, Roof
4411 Tiler, Roof

4413 Contractor, Flooring/ laying ceramic or quarry tiles, or terrazzo
4413 Contractor, Tiling/ wall, floor or ceramic
4413 Fixer, Tile/ ceramic or quarry
4413 Layer, Floor/ terrazzo
4413 Layer, Tile/ wall or floor, ceramic or quarry
4413 Paver/ slate or tile
4413 Tiler, Ceramic
4413 Tiler, Quarry
4413 Tiler, Wall and Floor
4413 Tiler/ bathroom
4413 Tiler/ kitchen
4413 Tiler/ NAI (about type of tiling or industry)

Code Title/ Task or Industry Response

4501 Compositor
 4501 Operator, Linotype
 4501 Photosetter
 4501 Phototypesetter
 4501 Printer, Linotype
 4501 Typesetter

 4503 Engraver, Die/ printing
 4503 Maker, Plate/ printing industry
 4503 Photoengraver
 4503 Photolithographer
 4503 Platemaker/ printing industry
 4503 Preparer, Cylinder/ printing industry
 4503 Preparer, Image/ printing industry
 4503 Preparer, Plate/ printing industry
 4503 Printer, Gravure
 4503 Printer, Plate
 4503 Proofreader/ printing
 4503 Reproducer, Graphic
 4503 Retoucher/ printing

 4505 Lithographer
 4505 Machinist, Flexographic Printing
 4505 Machinist, Letterpress
 4505 Machinist, Lithographic Printing
 4505 Machinist, Newspaper Press
 4505 Machinist, Printing
 4505 Operator, Printing Machine
 4505 Printer, Flexographic
 4505 Printer, Label
 4505 Printer, Letterpress
 4505 Printer, Lithographic
 4505 Printer, Offset
 4505 Printer/ NAI (about type of printing)

 4507 Binder + Finisher
 4507 Binder, Book
 4507 Bookbinder
 4507 Bookfolder
 4507 Edger, Book
 4507 Embosser/ bookbinding
 4507 Finisher, Book
 4507 Folder/ bookbinding
 4507 Operator, Bookfolder
 4507 Operator, Guillotine/ bookbinding or printing
 4507 Presser/ bookbinding
 4507 Sewer, Book
 4507 Supervisor, Bookbinding

Code	Title/ Task or <u>Industry</u> Response
4509	Electrotyper
4509	Stereotypyter
4511	Cutter, Stencil/ <u>screen printing</u>
4511	Preparer, Stencil/ <u>screen printing</u>
4511	Printer, Screen
4511	Printer, Textile
4600	Beater, Panel + Mechanic
4600	Beater, Panel + Spraypainter
4600	Mechanic + Panelbeater
4600	Painter, Spray + Panelbeater
4600	Panelbeater + Mechanic
4600	Panelbeater + Spraypainter
4600	Spraypainter + Panelbeater
4601	Engineer, Automotive/ <u>vehicle repair</u>
4601	Engineer, Motor/ repairing motor vehicles
4601	Fitter, Brake
4601	Manager, <u>Garage</u> / repairing or servicing vehicles
4601	Manager, <u>Service Station</u> / repairing or servicing vehicles
4601	Manager, <u>Service</u> / automotive
4601	Mechanic, <u>Automotive</u>
4601	Mechanic, Brake
4601	Mechanic, <u>Car</u>
4601	Mechanic, Diesel
4601	Mechanic, Fork lift
4601	Mechanic, Lawnmower
4601	Mechanic, Marine
4601	Mechanic, Maritime Aids
4601	Mechanic, Motor
4601	Mechanic, Motorcycle
4601	Mechanic, <u>Service/ motor vehicle</u>
4601	Mechanic, Tractor
4601	Mechanic, Truck
4601	Mechanic/ NAI (about type of equipment)
4601	Patrolman/ <u>road service of vehicles</u>
4601	Repairer/ <u>motor vehicles</u>
4601	Technician/ repairing or servicing motor vehicles
4603	Beater, Panel
4603	Panelbeater
4603	Repairer, Body/ <u>vehicle</u>
4605	Painter, Coach
4605	Painter, Spray/ <u>vehicle repair</u>
4605	Painter/ vehicle repair
4605	Spraypainter/ vehicle repair
4607	Builder, Body/ <u>vehicle</u>

Code	Title/ Task or <u>Industry</u> Response
4607	Builder, Car/ except above
4607	Builder, Caravan/ except above
4607	Builder, Carriage
4607	Builder, Coach
4607	Builder, Motor Body
4607	Builder, Vehicle/ except above
4607	Maker, Body/ <u>vehicle</u>
4609	Trimmer, Aircraft
4609	Trimmer, Motor
4609	Upholsterer/ <u>ship</u>
4609	Upholsterer/ <u>vehicle</u>
4701	Butcher
4701	Maker, Smallgoods
4701	Manager, <u>Abattoir</u> / slaughtering
4701	Manager, <u>Shop</u> / butchering meat
4701	Slaughterman/ except above
4701	Supervisor, Slaughter Floor
4703	Apprentice/ baking
4703	Apprentice/ <u>pastry cooking</u>
4703	Baker
4703	Biscuitmaker
4703	Chef/ pastry
4703	Cook Pastry
4703	Decorator, Cake
4703	Doughmaker
4703	Maker, Biscuit
4703	Maker, Dough
4703	Manager, <u>Shop</u> / baking bread or cakes
4703	Pastrycook
4703	Supervisor, Bakery
4705	Attendant, Roadhouse/ cooking
4705	Caterer/ cooking
4705	Chef/ except above
4705	Cook/ except above
4705	Hotel-Keeper/ cooking
4705	Hotelier/ cooking
4705	Keeper, Motel/ cooking
4705	Manager, <u>Boarding House</u> / cooking
4705	Manager, Catering/ cooking
4705	Manager, <u>Guest House</u> / cooking
4705	Manager, Hotel/ cooking
4705	Manager, Motel/ cooking
4705	Manager, <u>Restaurant</u> / cooking
4705	Motelier/ cooking
4705	Motelkeeper/ cooking

Code Title/ Task or Industry Response

4705	Restaurateur/ cooking
4799	Buttermaker
4799	Cheesemaker
4799	Confectioner
4799	Maker, Butter
4799	Maker, Cheese
4799	Miller, <u>Flour</u>
4799	Miller, <u>Grain</u>
4801	Manager, <u>Nursery/ plant nursery</u> ; growing plants
4801	Manager, <u>Shop</u> / growing plants
4801	Nurseryman
4801	Propagator, Plant
4803	Curator/ <u>parks and gardens</u>
4803	Curator/ <u>sporting ground</u>
4803	Greenkeeper
4803	Groundsman
4803	Keeper, Green
4803	Person, Grounds
4803	Superintendent, Golf Course
4805	Arboriculturist
4805	Attendant, Tree
4805	Contractor, Gardening
4805	Contractor, Landscape
4805	Doctor, Tree
4805	Gardener
4805	Horticulturist/ landscape
4805	Landscape
4805	Supervisor, Gardening
4805	Surgeon, Tree
4901	Jigmaker/ wood
4901	Machinist, Wood
4901	Maker, Jig/ wood
4901	Operator, Lathe/ <u>wood</u>
4901	Operator, Panel Saw
4901	Operator, Saw/ <u>wood</u> ; operating panel saw
4901	Setter, Machine/ <u>wood</u>
4901	Turner/ wood
4901	Woodmachinist
4903	Apprentice/ cabinet making
4903	Apprentice/ furniture manufacturing or repair
4903	Cabinetmaker
4903	Chairmaker
4903	Framemaker/ <u>furniture</u>
4903	Maker, Cabinet

Code Title/ Task or Industry Response

4903	Maker, Chair
4903	Maker, Coffin
4903	Maker, Frame/ <u>furniture</u>
4903	Maker, Furniture/ except above
4903	Restorer, Furniture
4905	Carver, Wood
4905	Cooper
4905	Finisher, Furniture
4905	Framer, Picture
4905	Maker, Barrel/ <u>wood</u>
4905	Maker, Furniture/ <u>cane</u>
4905	Maker, Model/ <u>wood</u>
4905	Maker, Picture Frame
4905	Polisher, French
4905	Polisher, Furniture
4905	Polisher/ timber
4905	Wheelwright
4907	Builder, Boat
4907	Loftsmen/ <u>marine construction</u>
4907	Manager, Marina/ building or repairing boats
4907	Repairer, Boat
4907	Rigger/ ship
4907	Shipwright
4909	Blaster/ explosives
4909	Firer, Shot
4909	Miner, Stope
4909	Miner/ blasting or firing
4909	Monkey, Powder
4909	Powderman/ <u>mining</u>
4909	Shooter, Seismograph
4909	Shotfirer
4909	Supervisor, Blasting
4911	Assistant, Wardrobe
4911	Coordinator, Wardrobe
4911	Cutter, Apparel
4911	Cutter, Dressmaker's
4911	Cutter, Fur
4911	Cutter, Tailor's
4911	Cutter/ garment
4911	Dressmaker
4911	Finisher/ fur
4911	Fitter, Clothing
4911	Furrier
4911	Hand, Sample/ <u>clothing</u>
4911	Hatter

Code Title/ Task or Industry Response

4911	Maker, Dress
4911	Maker, Hat
4911	Maker, Pattern/ <u>textiles</u>
4911	Matcher, Fur
4911	Mender, Invisible
4911	Milliner
4911	Patternmaker/ <u>textiles</u>
4911	Seamstress
4911	Tailor
4911	Tailoress
4911	Trimmer, Fur
4913	Cutter, Upholstery
4913	Maker, Bedding
4913	Maker, Mattress
4913	Supervisor, Upholsterer
4913	Trimmer, Upholstery
4913	Upholsterer/ except above
4915	Bootmaker
4915	Clicker
4915	Cobbler
4915	Cutter/ <u>shoemaking</u>
4915	Laster
4915	Maker, Boot
4915	Maker, Shoe
4915	Repairer, Shoe
4915	Shoemaker
4917	Machinist, Canvas
4917	Machinist, Sewing/ <u>leather or canvas except clothing</u>
4917	Maker, Canvas Goods
4917	Maker, Leather Goods
4917	Maker, Saddle
4917	Maker, Sail
4917	Maker, Tarpaulin
4917	Maker, Whip
4917	Operator, Sewing Machine/ <u>leather or canvas except clothing</u>
4917	Saddler
4917	Sailmaker
4919	Contractor, Flooring/ laying carpet, linoleum, or vinyl or cork tiles
4919	Coverer, Floor
4919	Layer, Carpet
4919	Layer, Floor Covering/ NAI about type of covering)
4919	Layer, Tile/ <u>carpet, vinyl or cork</u>
4919	Tiler, Carpet
4919	Tiler, Cork
4919	Tiler, Vinyl

Code Title/ Task or Industry Response

4921	Bender, Glass
4921	Beveller
4921	Blower, Glass
4921	Cutter, Glass
4921	Embosser/ glass
4921	Glazier
4921	Installer, Glass
4921	Silverer/ <u>glass</u>
4921	Tradesperson, Glass
4923	Cutter, Diamond
4923	Cutter, Gem
4923	Cutter, Opal
4923	Faceter
4923	Finisher, Jewellery
4923	Finisher, Metal/ <u>precious</u>
4923	Gemmologist
4923	Goldsmith
4923	Jeweller
4923	Maker, Jewellery
4923	Manager, Shop/ making or repairing jewellery
4923	Plater, Silver
4923	Polisher, Jewellery
4923	Polisher, Metal/ <u>precious metal</u>
4923	Polisher, Silverware
4923	Polisher/ gem stones
4923	Repairer, Jewellery
4923	Setter, Gem
4923	Silverplater
4923	Silversmith
4923	Smith, Gold
4923	Smith, Precious Metal
4923	Smith, Silver
4923	Sorter, Diamond
4925	Artist, Copper
4925	Artist, Glass
4925	Craftworker
4925	Embroideress
4925	Knitter/ except above
4925	Leadlighter
4925	Maker, Basket
4925	Maker, Instrument/ <u>musical</u>
4925	Maker, Model/ <u>architectural</u>
4925	Maker, Stained Glass
4925	Needlewoman
4925	Potter
4925	Repairer, Instrument/ <u>musical</u>

Code	Title/ Task or <u>Industry</u> Response
4925	Repairer, Piano
4925	Sewer/ hand sewing
4925	Tuner, Piano
4925	Worker, Craft
4927	Barber
4927	Designer, <u>Hair</u>
4927	Dresser, Hair
4927	Hairdresser
4927	Hairstylist
4927	Maker, Wig
4927	Manager, <u>Hairdressing Salon/ cutting hair</u>
4927	Manager, <u>Shop/ hairdressing</u>
4927	Stylist, Hair
4927	Trichologist
4927	Wigmaker
4929	Contractor, Shearing
4929	Ringer
4929	Shearer
4931	Breaker, Horse
4931	Handler, Dog
4931	Horsebreaker
4931	Horsetrainer
4931	Trainer, Horse
4931	Trainer/ animal
4999	Artist, Floral
4999	Assistant, Laboratory/ <u>optical lens</u>
4999	Ceramist, Dental
4999	Consultant, Crutching
4999	Consultant, Drenching
4999	Contractor, Mulesing
4999	Dispenser, Optical
4999	Diver
4999	Etcher/ optical
4999	Fabricator, Plastic
4999	Fitter, Armament
4999	Fitter, Ophthalmic Lens
4999	Florist
4999	Grinder, Optical
4999	Grinder, Precision/ <u>glass</u>
4999	Maker, Surfboard
4999	Manager, <u>Florist/ arranging flowers</u>
4999	Manager, <u>Shop/ arranging flowers</u>
4999	Mason
4999	Mechanic, Armament/ <u>defence forces</u>
4999	Mechanic, Chainsaw

Code Title/ Task or Industry Response

4999 Mechanic, Dental
4999 Mechanic, Optical
4999 Muleser
4999 Officer, Police/ diver
4999 Optician/ dispensing
4999 Polisher, Lens
4999 Projectionist/ cinema
4999 Prosthelist, Dental
4999 Pyrotechnician
4999 Rigger, Parachute/ defence forces
4999 Shaper, Surfboard
4999 Stonemason
4999 Surfacers, Lens
4999 Technician, Dental
4999 Technician, Laboratory/ dental
4999 Technician, Optical
4999 Technician, Orthodontic
4999 Technician, Saturation
4999 Technician/ ammunition; army
4999 Technician/ explosive ordnance demolition; army
4999 Worker, Safety Equipment/ air force

Code Title/ Task or Industry Response

5??? ASO/ class 1-6 APS: clerical tasks: Code to Clerk
 5??? Assistant, Administrative/ clerical except typing or secretarial: Code to Clerk
 5??? Assistant, Clerical/ clerical tasks: Code to Clerk
 5??? Assistant, Office: Code to Clerk
 5??? Assistant, Survey/ clerical tasks: Code to Clerk
 5??? Clerk, Bank/ except above: Code to Clerk
 5??? Clerk, Chief: Code to Clerk
 5??? Clerk, General: Code to Clerk
 5??? Clerk, Office: Code to Clerk
 5??? Clerk, T A B/ except above: Code to Clerk
 5??? Clerk, Telecom: Code to Clerk
 5??? Clerk, Tote/ except above: Code to Clerk
 5??? Girl, Office: Code to Clerk
 5??? Officer, Bank/ except above: Code to Clerk
 5??? Officer, Clerical: Code to Clerk
 5??? Officer, Customs/ except above: Code to Clerk
 5??? Officer, Foreign Affairs/ except above: Code to Clerk
 5??? Officer, Project/ APS: Code to Clerk
 5??? Supervisor, Branch/ financial institution: Code to Officer, Bank
 5??? Worker, Clerical: Code to Clerk
 5??? Worker, Office: Code to Clerk
 5??? Writer/ navy: Code to Clerk

 5000 ASO/ class 1-6 APS: NAI (about tasks)
 5000 Assistant, Clerical/ NAI (about specific tasks)
 5000 Clerk, Settlement/ NAI (about type of settlement)
 5000 Clerk/ NAI (about specific tasks)
 5000 Officer, Bank/ checking; NAI (about specific tasks)
 5000 Officer, Bank/ clerical tasks; NAI (about type of clerical tasks)
 5000 Officer, Bank/ supervising; NAI (about staff supervised)
 5000 Officer, Bank/ NAI (about specific tasks)
 5000 Supervisor, Clerk/ NAI (about clerks supervised)
 5000 Supervisor, Office/ NAI (about area of function)

 5101 Assistant, Administrative/ secretarial or shorthand
 5101 Assistant, Legal/ secretarial
 5101 Assistant, Personal/ typing or shorthand
 5101 Clerk, Bank/ secretarial work
 5101 Clerk/ secretarial work
 5101 Fnday, Girl
 5101 Girl Friday
 5101 Manager, Office/ secretary
 5101 Manager, Secretarial Service/ contract typing or secretarial work
 5101 Officer, Bank/ secretarial work
 5101 Person Friday
 5101 Reporter, Court/ except above
 5101 Reporter, Hansard
 5101 Secretary, Company/ secretarial or typing

Code	Title/ Task or <u>Industry</u> Response
5101	Secretary, Legal
5101	Secretary/ shorthand, typing or word processing
5101	Secretary/ NAI (about specific tasks)
5101	Stenographer
5101	Stenosecretary
5101	Supervisor, Office/ secretarial
5101	Typist + Secretary
5101	Typist, Shorthand
5103	Assistant, Administrative/ typing
5103	Assistant, School/ typing
5103	Clerk, Bank/ typist
5103	Clerk/ typing
5103	Controller, Typist
5103	Dictatypist
5103	Officer, Bank/ typist
5103	Supervisor, Typist
5103	Typist/ except above
5105	Operator, VDU/ word processing
5105	Operator, Word Processor
5105	Processor, Word
5105	Supervisor, Word Processing
5105	Typist/ word processing
5201	Clerk, <u>Bank</u> / computer operator, not teller or customer service
5201	Clerk, <u>Bank</u> / terminal operator, not teller or customer service
5201	Clerk, <u>Bank</u> / V.D.U. operator, not teller or customer service
5201	Clerk, Data Processing
5201	Clerk/ operating computer
5201	Clerk/ operating VDU
5201	Communicator/ operating teletyping machine
5201	Officer, Bank/ computer operator, not teller or customer service
5201	Officer, Bank/ data entry
5201	Officer, Bank/ terminal operator, not teller or customer service
5201	Officer, Bank/ V.D.U. operator, not teller or customer service
5201	Officer, Data Processing
5201	Operator, Card Punch
5201	Operator, Computer
5201	Operator, Data Entry
5201	Operator, Data Preparation
5201	Operator, Data Processing
5201	Operator, Data Transceiver
5201	Operator, Electronic Data Processing
5201	Operator, Facsimile
5201	Operator, Key Punch
5201	Operator, Key To Disc
5201	Operator, Keyboard
5201	Operator, Micro Computer

Code Title/ Task or Industry Response

5201 Operator, Microfilm
 5201 Operator, Punch Card
 5201 Operator, Telex
 5201 Operator, VDU/ data processing
 5201 Operator, VDU/ NAI (about type of equipment)
 5201 Operator, Visual Display Unit/ data processing
 5201 Operator, Visual Display Unit/ NAI (about about type of equipment)
 5201 Processor, Data
 5201 Scheduler, Data Entry
 5201 Scheduler, Shift/ computing
 5201 Supervisor, Computer
 5201 Supervisor, Data Processing
 5201 Supervisor, EDP

 5203 Clerk, Bank/ accounting or ledger machinist
 5203 Clerk, Bank/ proof machinist or operator
 5203 Comptometrist
 5203 Machinist, Accounting
 5203 Machinist, Ledger
 5203 Machinist, Proof
 5203 Officer, Bank/ accounting or ledger machinist
 5203 Officer, Bank/ proof machinist
 5203 Operator, Accounting Machine
 5203 Operator, Calculator
 5203 Operator, Ledger Machine

 5205 Operator, Visual Display Unit/ word processing

 5300 Clerk, Claims/ NAI (about type of claims)

 5301 Accountant, Bank
 5301 Accountant/ branch of bank
 5301 Assistant, Accountant's
 5301 Assistant, School/ bookkeeping
 5301 Bookkeeper
 5301 Clerk, Acceptance/ finance company
 5301 Clerk, Accounts
 5301 Clerk, Audit
 5301 Clerk, Bank/ accountant
 5301 Clerk, Bank/ ledger examination or bookkeeping
 5301 Clerk, Budget
 5301 Clerk, Claims/ retail trade
 5301 Clerk, Cost
 5301 Clerk, Credit
 5301 Clerk, Estimates
 5301 Clerk, Finance
 5301 Clerk, Invoice
 5301 Clerk, Ledger
 5301 Clerk, Loans

Code Title/ Task or Industry Response

5301	Clerk, Payroll
5301	Clerk, Reconciliation
5301	Clerk, Salaries
5301	Clerk, Taxation
5301	Clerk, Timekeeping
5301	Clerk, Wages
5301	Clerk, Warranty
5301	Clerk/ bookkeeping or accounting
5301	Estimator/ printing
5301	Estimator/ <u>except above</u>
5301	Examiner, Ledger
5301	Keeper, Book
5301	Keeper, Ledger
5301	Landlord/ accounts or bookkeeping
5301	Manager, Accounts/ bookkeeping
5301	Manager, Administrative/ supervising office
5301	Manager, Office/ bookkeeping
5301	Manager, Office/ <u>except above</u>
5301	Manager, Practice/ medical or dental
5301	Officer, Bank/ accountant
5301	Officer, Bank/ accounts clerk or accounting
5301	Officer, Bank/ audit clerk
5301	Officer, Bank/ balancing not telling
5301	Officer, Bank/ ledger examination or bookkeeping
5301	Officer, Bank/ reconciliation
5301	Officer, Budget
5301	Officer, Pay
5301	Officer, Salaries
5301	Officer, Specifications/ <u>printing</u>
5301	Paymaster
5301	Paymistress
5301	Supervisor, Accounts
5301	Supervisor, Payroll
5301	Timekeeper
5303	Assessor, Claims/ <u>health insurance</u>
5303	Assessor, <u>Insurance</u> / health
5303	Chalkier/ <u>stock exchange</u>
5303	Clerk, Benefits/ <u>health</u>
5303	Clerk, Broker Liaison
5303	Clerk, Claims/ <u>insurance</u>
5303	Clerk, Counter/ <u>insurance</u>
5303	Clerk, <u>Insurance</u>
5303	Clerk, Overseas/ <u>banking industry</u>
5303	Clerk, Policy Holder Services
5303	Clerk, Posting/ <u>stock exchange</u>
5303	Clerk, Scrip
5303	Clerk, Settlement/ <u>stockbroking</u>

Code	Title/ Task or <u>Industry</u> Response
5303	Clerk, Share
5303	Clerk, Stockbroker's
5303	Clerk, Superannuation
5303	Clerk, Underwriting
5303	Manager, Claims/ assessing health insurance claims
5303	Manager, Insurance <u>Office</u> / assessing health insurance
5303	Manager, Office/ <u>insurance</u> ; assessing health insurance
5303	Officer, Bank/ security or share documentation
5303	Officer, Claims/ <u>health insurance</u>
5303	Officer, Marking/ <u>stockbroking</u>
5303	Supervisor, Claims
5305	Clerk, Actuarial
5305	Clerk, Statistical
5305	Clerk/ compiling tables, charts or graphs
5401	Aide, Library
5401	Assistant, Library
5401	Assistant, School/ library
5401	Attendant, Library
5401	Clerk, Filing
5401	Clerk, Library
5401	Clerk, Records/ except above
5401	Clerk, Registry
5401	Librarian, Tape
5403	Clerk, Mail/ except above
5403	Officer, Mail/ sorting
5403	Officer, Postal/ sorting
5403	Sorter, Mail
5403	Supervisor, Mail
5499	Assistant, School/ filing, duplicating or photocopying
5499	Clerk, <u>Bank</u> / batching or despatching cheques
5499	Clerk, Batch/ <u>banking industry</u>
5499	Clerk, Duplicating
5499	Clerk, Photocopying
5499	Duplicator/ operating duplicating machine
5499	Officer, Bank/ cheque processing
5499	Operator, Duplicating Machine
5499	Operator, Photocopying Machine
5499	Operator, Xerox Machine
5499	Photocopier
5499	Sorter/ clerical except mail
5500	Clerk, Tally/ NAI (about type of tallying)
5501	Clerk, Data Control
5501	Clerk, Production
5501	Clerk, Records/ production

Code	Title/ Task or <u>Industry</u> Response
5501	Clerk, Scheduling
5501	Clerk, Tally/ production records
5501	Controller, Traffic/ radio
5501	Recorder/ <u>steel mill</u>
5501	Scheduler, Radio Traffic
5501	Tallyman/ production records
5503	Agent, Customs
5503	Agent, Shipping
5503	Allocator/ <u>ready-mixeu concrete</u>
5503	Checker/ <u>railway</u>
5503	Clerk, Customs/ preparing documents
5503	Clerk, Despatch
5503	Clerk, Distribution
5503	Clerk, Export
5503	Clerk, Freight
5503	Clerk, Import
5503	Clerk, Receiving
5503	Clerk, Records/ despatch
5503	Clerk, Records/ transport
5503	Clerk, Shipping
5503	Clerk, Tally/ despatch
5503	Clerk, Tally/ transport records
5503	Clerk, Timetable
5503	Clerk, Transport
5503	Clerk, Trucks
5503	Clerk, Wharf
5503	Controller, Fleet
5503	Controller, Freight Traffic
5503	Controller, Load/ air transport
5503	Controller, Traffic/ except above
5503	Despatcher, Radio
5503	Despatcher, Truck
5503	Manager, Despatch
5503	Master, Depot/ <u>road transport</u>
5503	Officer, Air Traffic/ load control
5503	Officer, <u>Customs</u> / preparing documents
5503	Officer, Despatch/ except above
5503	Officer, Radio/ vehicle contact
5503	Officer, Timetable
5503	Operator, Radio/ taxi or emergency services
5503	Representative, Circulation
5503	Scheduler, Transport
5503	Supervisor, Despatch
5503	Supervisor, Distribution/ clerical
5503	Supervisor, Transport
5503	Taker, Number/ <u>railway</u>
5503	Tallyman/ despatch

Code Title/ Task or Industry Response

5503	Tallyman/ transport records
5505	Auditor, Stock
5505	Clerk, Buying
5505	Clerk, Inventory
5505	Clerk, Mail Order
5505	Clerk, Order
5505	Clerk, Procurement
5505	Clerk, Purchasing
5505	Clerk, Records/ stock
5505	Clerk, Sales
5505	Clerk, Spare Parts
5505	Clerk, Stock
5505	Clerk, Stores
5505	Clerk, Supply
5505	Clerk, Tally/ stock records
5505	Clerk, Timber/ taking orders
5505	Clerk, Warehouse
5505	Controller, Inventory
5505	Controller, Stock
5505	Controller, Store
5505	Manager, Stock/ except above
5505	Manager, Stores
5505	Manager, <u>Warehouse</u>
5505	Marker/ <u>shop or warehouse</u>
5505	Officer, Stores
5505	Orderman, Timber
5505	Storeman/ clerical duties
5505	Supervisor, Stock/ clerical
5505	Supervisor, Store/ clerical
5505	Supervisor, Stores/ clerical tasks
5505	Tallyman/ stock records
5601	Agent, Guest Service/ <u>hotel or motel</u>
5601	Aide, Occupational Therapist's/ clerical tasks
5601	Aide, Physiotherapist's/ clerical tasks
5601	Assistant, Chiropractor's
5601	Assistant, Occupational Therapist's/ clerical tasks
5601	Assistant, Optometric/ receptionist
5601	Assistant, Personal/ receptionist
5601	Assistant, Physiotherapist's/ clerical tasks
5601	Attendant, Surgery
5601	Auditor, Night/ <u>hotel or motel</u>
5601	Auxiliary, Police
5601	Clerk, Admissions
5601	Clerk, Appointment
5601	Clerk, <u>Bank</u> / enquiries
5601	Clerk, Complaints

Code	Title/ Task or <u>Industry</u> Response
5601	Clerk, Counter/ enquiry
5601	Clerk, Enquiry
5601	Clerk, <u>Hospital</u> / admissions or ward
5601	Clerk, Information
5601	Clerk, Inquiry
5601	Clerk, Ward
5601	Clerk/ reception
5601	Hotel-Keeper/ receiving guests
5601	Hotelier/ receiving guests
5601	Keeper, Motel/ receiving guests
5601	Manager, <u>Boarding House</u> / receiving guests
5601	Manager, Guest House/ receiving guests
5601	Manager, Hostel/ receiving guests or inmates
5601	Manager, Hotel/ receiving guests
5601	Manager, Motel/ receiving guests
5601	Manager, Resort/ receiving guests
5601	Motelier/ receiving guests
5601	Motelkeeper/ receiving guests
5601	Nurse/ receptionist
5601	Officer, Bank/ enquiries
5601	Officer, Bank/ reception
5601	Officer, Cable location
5601	Officer, Counter/ enquiry
5601	Officer, Enquiry
5601	Officer, Inquiry
5601	Receptionist
5601	Receptionist + Secretary
5601	Receptionist + Telephonist
5601	Receptionist + Typist
5601	Secretary + Receptionist
5601	Secretary, Doctor's
5601	Secretary, Medical
5601	Secretary/ receptionist
5601	Supervisor, Front Office/ <u>hotel or motel</u>
5601	Supervisor, Hostel/ receiving guests
5601	Supervisor, Reservations/ <u>hotel or motel</u>
5601	Telephonist + Receptionist
5601	Typist + Receptionist
5601	Warden, Hostel/ receiving guests or inmates
5601	Warden, Recreation Camp/ receiving guests
5603	Assistant, Manual/ <u>Telecom</u>
5603	Clerk/ operating switchboard or telephonist
5603	Operator, Phonogram
5603	Operator, Switchboard
5603	Operator, Telephone/ telephonist
5603	Operator, Telephone/ NAI (about specific tasks)
5603	Supervisor, Phonogram/ <u>Telecom</u>

Code	Title/ Task or <u>Industry</u> Response
5603	Supervisor, Switchboard
5603	Telephonist
5605	Boy, Copy
5605	Boy, Message
5605	Contractor, Mail
5605	Courner/ motorcycle or bicycle
5605	Girl, Copy
5605	Girl, Message
5605	Mailman
5605	Messenger
5605	Officer, Mail/ delivery
5605	Officer, Postal/ delivery
5605	Postman
5605	Rider, Despatch/ army
5605	Rider, Dispatch/ <u>army</u>
5605	Server, Process
5901	Agent, Commercial/ debt collection
5901	Clerk, Bad Debts
5901	Clerk, Collection/ money
5901	Clerk, Debtors
5901	Clerk, Rates
5901	Collector, Debt
5901	Officer, Bank/ collecting bad debts
5901	Officer, Collection
5903	Aide, Teacher's
5903	Assistant, School/ except above
5903	Assistant, Teacher's/ except above
5903	Assistant, Technical/ <u>technical college or CAE</u>
5905	Clerk, Leave
5905	Clerk, Personnel/ except above
5905	Clerk, Records/ personnel
5905	Clerk, Recruitment
5905	Clerk, Roster
5905	Clerk, Staff
5905	Interviewer/ employment
5905	Manager, <u>Employment Agency</u> / job placement
5905	Manager, <u>Secretarial Agency</u> / job placement
5905	Officer, Bank/ personnel or staff clerk
5907	Agent, Settlement
5907	Attendant, Court/ legal
5907	Bailiff
5907	Clerk, Conveyancing
5907	Clerk, Courts, of
5907	Clerk, Law/ except above
5907	Clerk, Legal/ except above

Code	Title/ Task or <u>Industry</u> Response
5907	Clerk, Magistrate's
5907	Clerk, Petty Sessions, of
5907	Clerk, Settlement/ <u>real estate</u>
5907	Clerk, Titles
5907	Crier, Court
5907	Manager, Settlement Agency/ preparation of legal documents
5907	Monitor, Court
5907	Officer, Bank/ conveyancing
5907	Officer, Bank/ preparing or searching legal documents
5907	Officer, Bank/ settlement or mortgage processing
5907	Officer, Settlement/ <u>real estate</u>
5907	Officer, Trustee
5907	Orderly, Court
5907	Searcher, Title
5907	Sheriff
5907	Tipstaff
5907	Usher, Court
5909	Agent, Post Office
5909	Agent, Postal
5909	Assistant, Postal
5909	Clerk, Mail/ <u>post office</u>
5909	Clerk, Postal
5909	Officer, Mail/ except above
5909	Officer, Postal/ except above
5999	Adviser, Sales/ taking classified advertisements
5999	Assessor, <u>Social Security</u>
5999	Assessor, <u>Taxation</u>
5999	Assessor, <u>Welfare Benefits</u>
5999	Assigner, Cable/ <u>telecommunications</u>
5999	Assistant, Survey/ interviewing
5999	Bagman/ betting
5999	Clerk, Benefits/ <u>social security</u>
5999	Clerk, Bookmaker's
5999	Clerk, Classified Advertising
5999	Clerk, Coding
5999	Clerk, Letting
5999	Clerk, Records/ meter
5999	Collector, Census
5999	Examiner, Pensions
5999	Examiner, Trademarks
5999	Holder, Copy
5999	Inspector, Parking
5999	Interviewer/ except above
5999	Leader, Group/ census
5999	Officer, Determining/ <u>social security or community welfare</u>
5999	Officer, Parking

Code	Title/ Task or <u>Industry</u> Response
5999	Officer, Taxation/ assessing
5999	Operator, Blueprint Machine
5999	Operator, Embossing Machine
5999	Reader, Meter
5999	Reader, Proof
5999	Researcher, Market/ interviewing
5999	Sealer, Envelope
5999	Supervisor, Advertising/ <u>newspaper</u> ; classified advertising sales
5999	Supervisor, Market Research

Code Title/ Task or Industry Response

6??? Adviser, Sales/ except above: Code to Salesperson
 6??? Agent, Commission: Code to Salesperson
 6??? Agent, Company: Code to Salesperson
 6??? Consultant, Sales: Code to Salesperson
 6??? Director, Sales/ selling: Code to Salesperson
 6??? Person, Sales: Code to Salesperson
 6??? Seller: Code to Salesperson
 6??? Vendor: Code to Salesperson

6000 Representative, Company/ NAI (about tasks or company)
 6000 Salesperson/ NAI (about type of goods, employer or industry)

6100 Broker/ NAI (about type of broking)

6101 Adviser, Investment
 6101 Analyst, Investment
 6101 Broker, Finance
 6101 Broker, Investment
 6101 Broker, Share
 6101 Broker, Stock
 6101 Consultant, Financial
 6101 Consultant, Investment
 6101 Consultant, Property/ investment
 6101 Dealer, Foreign Exchange
 6101 Dealer, Futures
 6101 Dealer, Investment
 6101 Dealer, Money Market
 6101 Dealer, Securities
 6101 Dealer, Stock Exchange
 6101 Dealer, Trading Floor
 6101 Officer, Bank/ foreign currency exchange dealing
 6101 Officer, Corporate Finance
 6101 Officer, Finance
 6101 Operator, Money Market
 6101 Operator, Stock Exchange
 6101 Operator, Trading Floor/ stockbroking
 6101 Representative, Sharebroker's
 6101 Representative, Stockbroker's
 6101 Sharebroker
 6101 Stockbroker
 6101 Trader, Futures
 6101 Underwriter/ stockbroking

6103 Adviser, Insurance
 6103 Agent, Assurance
 6103 Agent, Insurance
 6103 Broker, Insurance
 6103 Consultant, Insurance
 6103 Inspector, Insurance

Code Title/ Task or Industry Response

6103 Manager, Branch/ insurance office; selling
6103 Manager, insurance Office/ selling or serving
6103 Manager, Office/ insurance; selling
6103 Officer, Insurance
6103 Officer, Retirement Planning/ selling insurance
6103 Representative, Insurance
6103 Representative, Life Assurance
6103 Representative, Sales/ insurance
6103 Salesperson, Insurance
6103 Underwriter/ insurance

6105 Agent, Land
6105 Agent, Leasing
6105 Agent, Real Estate
6105 Agent, Stock/ buying or selling stock
6105 Associate, Real Estate
6105 Broker, Lease
6105 Broker, Real Estate
6105 Consultant, Real Estate
6105 Director, Real Estate/ selling
6105 Landlord/ managing property
6105 Leasebroker
6105 Manager, Branch/ stock and station agency; selling or serving
6105 Manager, Leasing/ real estate
6105 Manager, Property/ real estate
6105 Manager, Real Estate/ selling or leasing
6105 Manager, Stock and Station Agency/ selling or serving
6105 Representative, Real Estate
6105 Salesperson, Land
6105 Salesperson, Real Estate

6199 Appraiser/ motor vehicle
6199 Broker, Commodities
6199 Broker, Grain
6199 Broker, Wool
6199 Dealer, Bullion
6199 Dealer, Commodities
6199 Valuer
6199 Woolbroker

6201 Agent, Fashion
6201 Agent, Fuel
6201 Agent, Manufacturer's
6201 Agent, Mercantile
6201 Agent, Sales/ except above
6201 Agent, Wholesale/ selling
6201 Agent/ wholesale selling
6201 Consultant, Advertising
6201 Consultant, Software

Code Title/ Task or Industry Response

6201	Detailer/ medical
6201	Distributor/ selling/ <u>wholesale trade</u>
6201	Driver + Salesperson/ selling to shops
6201	Driver, Van/ selling to shops
6201	Engineer, Sales
6201	Executive, Account/ sales
6201	Executive, Advertising/ selling advertising
6201	Executive, Marketing/ selling advertising
6201	Executive, Sales
6201	Importer/ selling
6201	Manager, Account/ selling or serving clients
6201	Manager, Advertising <u>Agency</u> / selling
6201	Manager, <u>Data Processing Company</u> / sales
6201	Manager, Merchandise/ selling tasks
6201	Manager, Product/ selling tasks
6201	Manager, Promotions/ selling tasks
6201	Manager, Sales/ selling tasks
6201	Merchandiser/ selling
6201	Merchandiser/ NAI (about specific tasks)
6201	Merchant/ selling or serving
6201	Representative, Advertising
6201	Representative, Sales/ except above
6201	Salesperson, Travelling
6201	Salesperson, Van/ selling to shops
6201	Salesperson/ <u>advertising</u>
6201	Salesperson/ <u>manufacturing industry</u>
6201	Salesperson/ <u>wholesale trade</u>
6201	Traveller/ selling
6301	Adviser, Footwear
6301	Agent/ <u>retail selling</u>
6301	Assistant, Bakery Shop
6301	Assistant, Butcher's/ selling or serving
6301	Assistant, Cafe/ counter service
6301	Assistant, Cafeteria/ counter service
6301	Assistant, Canteen/ counter service
6301	Assistant, Chemist's
6301	Assistant, Counter
6301	Assistant, Delicatessen
6301	Assistant, Dispensary
6301	Assistant, Florist's/ selling or serving
6301	Assistant, Lunch Bar/ selling or serving
6301	Assistant, Lunch Bar/ NAI (about specific tasks)
6301	Assistant, Milk Bar
6301	Assistant, Pharmacist's
6301	Assistant, <u>Pharmacy</u>
6301	Assistant, Photographic/ selling or serving
6301	Assistant, Sales/ selling or serving

Code	Title/ Task or <u>Industry</u> Response
6301	Assistant, Sales/ except above
6301	Assistant, Shop/ selling or serving
6301	Assistant, Shop/ except above
6301	Assistant, Snack Bar/ selling or serving
6301	Assistant, Snack Bar/ NAI (about specific tasks)
6301	Attendant, Bottle Shop
6301	Attendant, Cafeteria/ counter service
6301	Attendant, Canteen/ counter service
6301	Attendant, Counter/ selling or serving
6301	Attendant, Drive-In Bottle Shop
6301	Attendant, Kiosk
6301	Attendant, Lunch Bar/ selling or serving
6301	Attendant, Lunch Bar/ NAI (about specific tasks)
6301	Attendant, Milk Bar
6301	Attendant, Roadhouse/ selling or serving
6301	Attendant, Roadhouse/ NAI (about specific tasks)
6301	Attendant, Snack Bar/ selling or serving
6301	Attendant, Snack Bar/ NAI (about specific tasks)
6301	Bookseller/ selling or serving
6301	Broker, Pawn/ selling, serving or issuing tickets
6301	Caterer/ counter service
6301	Clerk, Counter/ selling or serving
6301	Clerk, Lay-by
6301	Consultant, Colour/ clothing or cosmetics
6301	Consultant, Fashion/ <u>retail store</u>
6301	Cook, <u>Fast Food</u> / selling or serving
6301	Coordinator, Sales
6301	Corsetiere
6301	Cosmetician
6301	Counterhand
6301	Dealer, <u>Antique</u> / selling or serving
6301	Dealer, <u>Car</u> / selling or serving
6301	Dealer, Caravan/ selling or serving
6301	Dealer, <u>Furniture</u> / selling or serving
6301	Dealer, <u>Machinery</u> / selling or serving
6301	Dealer, Motor Car/ selling or serving
6301	Dealer, <u>Second Hand</u> / selling or serving
6301	Dealer, <u>Tyre</u> / selling or serving
6301	Draper/ selling or serving
6301	Fishmonger/ selling or serving
6301	Fruiterer/ selling or serving
6301	Greengrocer/ selling or serving
6301	Grocer/ selling or serving
6301	Hand, Cafe/ counter service
6301	Hand, Counter
6301	Interpreter, Parts/ <u>vehicle parts</u>
6301	Lady, Sales

Code	Title/ Task or <u>Industry</u> Response
6301	Librarian, Video/ sales or hire
6301	Manager, Catering/ counter service
6301	Manager, Delicatessen/ selling or serving
6301	Manager, Department/ <u>supermarket or department store</u>
6301	Manager, <u>Dry Cleaner</u> / selling or serving
6301	Manager, Export Company/ selling
6301	Manager, <u>Fast Food</u> / selling or serving
6301	Manager, Fleet/ car sales
6301	Manager, Florist/ selling or serving
6301	Manager, <u>Import Company</u> / selling
6301	Manager, <u>Lunch Bar</u> / selling or serving
6301	Manager, Milk Bar/ selling or serving
6301	Manager, <u>Newsagency</u> / selling or serving
6301	Manager, <u>Nursery/ plant nursery</u> : selling or serving
6301	Manager, Parts/ selling parts
6301	Manager, Section/ <u>supermarket or department store</u>
6301	Manager, <u>Shop</u> / selling or serving
6301	Manager, Snack Bar/ selling or serving
6301	Manager, Spare Parts
6301	Manager, <u>Take Away</u> / selling or serving
6301	Manager, <u>Timber Yard</u> / selling or serving
6301	Manager, <u>Tobacco</u> / selling or serving
6301	Manager, <u>Tyre service</u> / selling or serving
6301	Merchant, <u>Wood</u> / selling or serving
6301	Newsagent/ selling or serving
6301	Organiser, Canteen/ <u>school</u>
6301	Pawnbroker/ selling or serving
6301	Printer/ photograph; selling or serving
6301	Salesgirl
6301	Saleslady
6301	Salesperson, <u>Car</u>
6301	Salesperson, Car Parts
6301	Salesperson, Counter
6301	Salesperson, Fast Food
6301	Salesperson, Furniture/ <u>retail</u>
6301	Salesperson, Swimming Pool
6301	Salesperson, Telephone/ except above
6301	Salesperson/ <u>retail trade except service station</u>
6301	Salesperson/ <u>shop</u>
6301	Seller, Book/ selling or serving
6301	Server/ <u>shop</u>
6301	Stationer/ selling or serving
6301	Supervisor, Cafeteria/ selling or serving
6301	Supervisor, Canteen/ selling or serving
6301	Supervisor, Delicatessen
6301	Supervisor, Department/ <u>retail store</u>
6301	Supervisor, Retail

Code	Title/ Task or <u>Industry</u> Response
6301	Supervisor, Sales/ except above
6301	Supervisor, Shop
6301	Supervisor, Store/ retail
6301	Supervisor, <u>Supermarket</u> / sales staff
6301	Supervisor, Timber/ sales
6301	Tobacconist/ selling or serving
6401	Cashier/ <u>bank, building society or credit union</u>
6401	Clerk, Bank/ counter service, not enquiries
6401	Clerk, <u>Bank</u> / customer service
6401	Clerk, <u>Bank</u> / teller or cashier
6401	Officer, Bank/ counter service, not enquiries
6401	Officer, Bank/ customer service
6401	Officer, Bank/ overseas transactions
6401	Officer, Bank/ teller or cashier
6401	Officer, Customer Service/ <u>bank</u>
6401	Supervisor, Teller
6401	Teller
6403	Assistant, Cafe/ checkout operating
6403	Assistant, Cafeteria/ checkout operating
6403	Assistant, Canteen/ checkout operating
6403	Assistant, Sales/ check out not selling or serving
6403	Assistant, Shop/ check out not selling or serving
6403	Attendant, Cafeteria/ checkout operating
6403	Attendant, Canteen/ checkout operating
6403	Attendant, Car Park/ cashier
6403	Cashier/ except above
6403	Caterer/ checkout operating
6403	Checker/ check-out
6403	Clerk, Cashier
6403	Clerk, Counter/ cashier
6403	Controller, Check Out
6403	Controller, Front End
6403	Hand, Cafe/ checkout operating
6403	Manager, Catering/ checkout operating
6403	Manager, <u>Shop</u> / operating check out not selling
6403	Operator, Cash Register
6403	Operator, Checkout
6403	Operator, Console/ <u>service station</u>
6403	Operator, Front End/ <u>supervising checkouts</u>
6403	Supervisor, Checkout
6403	Supervisor, Front End
6403	Supervisor, <u>Supermarket</u> / front end or checkout
6403	Supervisor, <u>Supermarket</u> / NAI (about staff supervised)
6405	Agent, Booking/ <u>airline</u>
6405	Agent, Booking/ ticketing
6405	Agent, Passenger/ <u>airline</u>

Code	Title/ Task or Industry Response
6405	Agent, Sales/ <u>airline</u>
6405	Agent, Sales/ <u>ticketing</u>
6405	Agent, T.A.B./ taking bets
6405	Assistant, Station/ selling tickets
6405	Assistant, Theatre/ selling tickets
6405	Attendant, Car Park/ selling tickets
6405	Attendant, Drive-In theatre/ selling tickets
6405	Bookmaker/ taking bets and paying out
6405	Clerk, Airline
6405	Clerk, Booking
6405	Clerk, Reservations
6405	Clerk, T.A.B./ taking bets
6405	Clerk, Ticket
6405	Clerk, Tote/ taking bets
6405	Collector, Toll
6405	Conductor, Bus
6405	Conductor, <u>Train</u> / except above
6405	Conductor, Tram
6405	Guard/ <u>railway</u> ; selling tickets
6405	Manager, <u>Sports Centre</u> / taking bookings
6405	Manager, T.A.B / taking bets
6405	Officer, Air Traffic/ passenger services
6405	Officer, Despatch/ airlines
6405	Officer, Passenger Services
6405	Officer, Reservations/ ticketing
6405	Operator, Computer Tote
6405	Operator, T.A.B./ taking bets
6405	Operator, Telephone/ taking bets
6405	Operator, Tote/ taking bets
6405	Salesperson, Ticket
6405	Seller, Ticket
6405	Steward, Railway/ selling tickets
6405	Supervisor, Reservations/ airline
6405	Writer, Keno
6501	Boy, Paper/ selling papers
6501	Boy, Paper/ NAI (about specific tasks)
6501	Canvasser
6501	Dealer, Amway
6501	Dealer, <u>Avon</u>
6501	Dealer, <u>Bessemer</u>
6501	Dealer, Marine
6501	Dealer, <u>Tupperware</u>
6501	Distributor/ <u>Amway</u>
6501	Distributor/ Avon
6501	Distributor/ <u>Bessemer</u>
6501	Distributor/ door-to-door sales
6501	Distributor/ selling; <u>retail trade</u>

Code	Title/ Task or Industry Response
6501	Distributor/ <u>Tupperware</u>
6501	Driver + Salesperson/ selling direct to public
6501	Driver, Van/ selling direct to public
6501	Girl, Paper/ selling papers
6501	Girl, Paper/ NAI (about specific tasks)
6501	Hawker
6501	Merchant, Scrap
6501	Milkman
6501	Newsboy
6501	Operator, Telephone/ canvassing
6501	Paperboy/ selling newspapers
6501	Paperboy/ NAI (about specific tasks)
6501	Representative, <u>Amway</u>
6501	Representative, <u>Avon</u>
6501	Representative, Bessemer
6501	Representative, Sales/ door-to-door
6501	Representative, <u>Tupperware</u>
6501	Salesperson, Bread/ van sales
6501	Salesperson, Cashvan
6501	Salesperson, Telephone/ canvassing
6501	Salesperson/ <u>Amway</u>
6501	Salesperson/ <u>Avon</u>
6501	Salesperson/ <u>Bessemer</u>
6501	Salesperson/ door to door
6501	Salesperson/ <u>party plan</u>
6501	Salesperson/ selling on street
6501	Salesperson/ <u>Tupperware</u>
6501	Supervisor, Sales/ canvassing or door-to-door
6501	Vendor, Bread/ van sales
6501	Vendor, Ice-Cream/ van sales
6501	Vendor, Milk
6501	Vendor, Newspaper/ street selling
6501	Vendor, Street
6503	Assistant, Bar/ <u>liquor industry</u>
6503	Attendant, Bar/ <u>liquor industry</u>
6503	Barmaid
6503	Barperson
6503	Bartender
6503	Hotel-Keeper/ tending bar
6503	Hotelier/ tending bar
6503	Innkeeper/ tending bar
6503	Keeper, Tavern/ tending bar
6503	Licensee/ <u>hotel, motel or tavern</u> , tending bar
6503	Manager, Bar/ licensed premises
6503	Manager, <u>Club</u> / tending bar
6503	Manager, Hotel/ tending bar
6503	Manager, Night Club/ tending bar

Code	Title/ Task or <u>Industry</u> Response
6503	Manager, <u>Tavern/</u> tending bar
6503	Person, Bar
6503	Publican/ tending bar
6503	Secretary, Club/ tending bar
6503	Steward, Bar
6503	Steward/ serving at bar
6503	Supervisor, Bar/ <u>licensed premises</u>
6503	Supervisor, Club/ tending bar
6503	Tender, Bar/ liquor industry
6505	Attendant, Dining Room
6505	Caterer/ waiting at tables
6505	Hostess/ <u>restaurant</u> , except fast food
6505	Maitre d'Hotel
6505	Manager, Catering/ waiting at tables
6505	Manager, <u>Restaurant/</u> waiting on tables
6505	Restaurateur/ waiting on tables
6505	Steward, Wine
6505	Steward/ waiting at table
6505	Supervisor, Restaurant
6505	Supervisor, Room Service
6505	Waiter
6505	Waitress
6507	Adviser, Travel
6507	Agent, Travel
6507	Clerk, Travel
6507	Consultant, Travel
6507	Coordinator, Tour
6507	Manager, <u>Travel Agency/</u> advising clients or selling tickets
6507	Operator, Tour
6599	Adviser, Service
6599	Adviser, Service/ Telecom
6599	Agent, Lotteries
6599	Agent, Tattsлото
6599	Attendant, Auction Room
6599	Attendant, Bowser
6599	Attendant, Driveway
6599	Attendant, Garage/ selling or serving
6599	Attendant, Garage/ NAI (about specific tasks)
6599	Attendant, Petrol Pump
6599	Attendant, Service Station/ selling or serving
6599	Auctioneer
6599	Clerk, Rental
6599	Demonstrator/ sales
6599	Hand, Garage/ selling or serving
6599	Hand, Garage/ NAI (about specific tasks)
6599	Hostess/ demonstrating goods

Code	Title/ Task or <u>Industry</u> Response
6599	Hostess/ rental
6599	Jockey, Pump
6599	Manager, Car Rental/ sales or clerical duties
6599	Manager, <u>Garage</u> / selling or serving
6599	Manager, <u>Service Station</u> / selling or serving
6599	Merchandiser/ demonstrating products, not selling
6599	Merchandiser/ except above
6599	Model
6599	Salesperson, Rental
6599	Salesperson/ <u>service station</u>
6599	Salesperson/ <u>stockyard</u>
6599	Spruiker
6599	Supervisor, Rental
6599	Supervisor, Sales/ rental
6601	Aide, Child Care
6601	Aide, Home/ child care
6601	Aide, Integration/ school
6601	Aide, Kindergarten
6601	Aide, Mental Retardation
6601	Aide, Pre School
6601	Aide, Pre-Primary
6601	Aide, Rehabilitation
6601	Aide, Residential Care
6601	Aide, Social Therapy
6601	Assistant, Child Care
6601	Assistant, Child Welfare
6601	Assistant, Creche
6601	Assistant, Kindergarten
6601	Assistant, Nursery/ childminding
6601	Assistant, Pre-school
6601	Assistant, Residential Care
6601	Assistant, Special Teaching
6601	Assistant, Teacher's/ special
6601	Attendant, Creche
6601	Attendant, Nursery/ childminding
6601	Babysitter
6601	Caregiver/ child
6601	Caregiver/ disabled or handicapped persons' hostel
6601	Caregiver/ <u>elderly or infirm persons' hostel</u>
6601	Caregiver/ <u>sheltered workshop</u>
6601	Carer/ child
6601	Carer/ <u>disabled or handicapped persons' hostel</u>
6601	Carer/ <u>elderly or infirm persons' hostel</u>
6601	Carer/ sheltered workshop
6601	Director, <u>Child Care Centre</u> / looking after children
6601	Director, <u>Day Care Centre</u> / looking after children
6601	Father, Cottage

Code Title/ Task or Industry Response

6601	Father, House
6601	Giver, Care/ child; NAI (about circumstances of care)
6601	Giver, Care/ <u>disabled or handicapped persons' hostel</u>
6601	Giver, Care/ <u>elderly or infirm persons' hostel</u>
6601	Giver, Care/ <u>sheltered workshop</u>
6601	Giver, Family Day Care
6601	Governess/ child care, not teaching
6601	Help, Home/ child care
6601	Helper, Child care
6601	Helper, Home/ child care
6601	Helper, Kindergarten
6601	Housefather
6601	Housemaster/ residential care; not teaching
6601	Housemistress/ residential care; not teaching
6601	Housemother
6601	Houseparent
6601	Leader, Play
6601	Manager, Child Care Centre/ looking after children
6601	Manager, <u>Children's Home</u>
6601	Manager, <u>Day Care Centre</u> / looking after children
6601	Master, <u>School</u> / residential care, not teaching
6601	Matron/ residential care
6601	Minder, Child
6601	Mistress, <u>School</u> / residential care, not teaching
6601	Mother, Cottage
6601	Mother, Day Care
6601	Mother, House
6601	Nanny
6601	Officer, Child Care
6601	Parent, Cottage
6601	Parent, Hostel
6601	Parent, House
6601	Provider, Care/ child
6601	Provider, Family Day Care
6601	Sitter, Baby
6601	Supervisor, Creche
6601	Supervisor, Hostel/ <u>aged persons</u>
6601	Supervisor, Hostel/ <u>child care</u>
6601	Supervisor, Playground
6601	Supervisor, <u>Refuge</u>
6601	Supervisor, <u>Sheltered Workshop</u>
6601	Supervisor/ handicapped persons, except above
6601	Worker, Child Care
6601	Worker, Day Care
6601	Worker, Nursery/ childminding
6601	Worker, Refuge
6603	Aide, Nurse s

Code Title/ Task or Industry Response

6603	Aide, Nursing
6603	Nurse, Auxiliary
6603	Nurse, Enrolled
6603	Nurse, Mothercraft
6603	Nurse/ state enrolled
6603	SEN
6603	Venipuncturist/ enrolled nurse
6605	Assistant, Dental
6605	Nurse, Dental
6607	Aide, Family
6607	Aide, Home/ caring for aged or infirm
6607	Companion + Housekeeper
6607	Companion, Home
6607	Help, Companion
6607	Help, Home/ caring for aged or infirm
6607	Helper, Companion
6607	Helper, Home/ caring for aged or infirm
6607	Housekeeper + Companion
6609	Attendant, Cabin
6609	Attendant, Flight
6609	Attendant, Sleeping Car
6609	Conductor, <u>Train</u> / sleeping car
6609	Director, Flight Service
6609	Hostess, Air
6609	Hostess, Airline
6609	Hostess, Flight
6609	Purser/ <u>aircraft</u>
6609	Steward, Cabin
6609	Steward, Flight
6609	Steward, Marine
6609	Steward, Railway/ except above
6699	Aesthetician
6699	Aide, Occupational Therapist's/ helping with patients
6699	Aide, Physiotherapist's/ helping with patients
6699	Applicator, Fingernail
6699	Artist, Nail/ manicuring
6699	Assistant, Cloakroom
6699	Assistant, Occupational Therapist's/ helping with patients
6699	Assistant, Physiotherapist's/ helping with patients
6699	Astrologer
6699	Attendant, Cloakroom
6699	Attendant, Gallery
6699	Attendant, Museum
6699	Beautician
6699	Butler

Code Title/ Task or Industry Response

6699 Caddie
6699 Celebrant, Marriage
6699 Consultant, Beauty
6699 Consultant, Cosmetic
6699 Consultant, Health Centre
6699 Consultant, Introductory
6699 Counsellor/ weight loss
6699 Croupier
6699 Dealer, Card
6699 Director, Funeral
6699 Electrologist
6699 Embalmer
6699 Escort/ personal service
6699 Guide, Tourist
6699 Guide/ museum or art gallery
6699 Invigilator
6699 Leader, Tour
6699 Manager, Beauty Parlour/ selling or serving
6699 Manager, Caravan Park/ receiving and looking after guests
6699 Manicurist
6699 Masseur
6699 Masseuse
6699 Mortician
6699 Pedicurist
6699 Piercer, Ear
6699 Prostitute
6699 Reader, Tarot
6699 Sculptor, Nail
6699 Steward/ defence forces
6699 Supervisor, Examination
6699 Tattooist
6699 Therapist, Beauty
6699 Undertaker
6699 Worker, Parish

Code Title/ Task or Industry Response

7???	ASO/ <u>class 1-6 APS</u> : driving: Code to Driver
7???	Assistant, Min/ driving or operating machinery or plant: Code to Operator
7???	Assistant/ operating machinery or plant: Code to Operator
7???	Attendant, Plant: Code to Operator, Plant
7???	Attendant/ driving or operating machinery or plant: Code to Operator
7???	Dockhand/ driving or operating machinery or plant: Code to Operator
7???	Driver, Machine: Code to Driver
7???	Hand, Dairy/ driving or operating machinery or plant: Code to Operator
7???	Hand, Dock/ driving or operating machinery or plant: Code to Operator
7???	Hand, Factory/ driving or operating machinery or plant: Code to Operator
7???	Hand, Farm/ driving or operating machinery or plant: Code to Operator
7???	Hand, Forestry/ driving or operating machinery or plant: Code to Operator
7???	Hand, Laundry/ driving or operating machinery or plant: Code to Operator
7???	Hand, Mill/ driving or operating machinery or plant: Code to Operator
7???	Hand, Nursery/ horticulture: driving or operating machinery or plant: Code to Operator
7???	Hand, Orchard/ driving or operating machinery or plant: Code to Operator
7???	Hand/ driving or operating machinery or plant: Code to Operator
7???	Help, Farm/ driving or operating machinery or plant: Code to Operator
7???	Help/ driving or operating machinery or plant: Code to Operator
7???	Helper, Farm/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Abattoir/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Builder's/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Construction/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Council/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Dairy/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Factory/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Farm/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Forestry/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Foundry/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Furnace/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Kiln/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Laundry/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Meatworks/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Mine/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Nursery/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Orchard/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Plant/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Quarry/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Sawmill/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Scrapyard/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Sewage/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Steelworks/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Tannery/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Timber Yard/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Vineyard/ driving or operating machinery or plant: Code to Operator
7???	Labourer, Wharf/ driving or operating machinery or plant: Code to Operator
7???	Labourer/ driving or operating machinery or plant: Code to Operator

Code Title/ Task or Industry Response

7???	Meatworker/ <u>abattoir</u> ; driving or operating machinery or plant: Code to Operator
7???	Millhand/ driving or operating machinery or plant: Code to Operator
7???	Miner/ driving or operating equipment; except above: Code to Operator
7???	Operator, Plant/ except above: Code to Operator
7???	Stevedore/ driving or operating machinery or plant: Code to Operator
7???	Wharfie/ driving or operating machinery or plant: Code to Operator
7???	Worker, Demolition/ driving or operating machinery or plant: Code to Operator
7???	Worker, <u>Factory</u> / driving or operating machinery or plant: Code to Operator
7???	Worker, <u>Farm</u> / driving or operating machinery or plant: Code to Operator
7???	Worker, <u>Forestry</u> / driving or operating machinery or plant: Code to Operator
7???	Worker, Meat/ <u>abattoir</u> ; driving or operating machinery or plant: Code to Operator
7???	Worker, <u>Mill</u> / driving or operating machinery or plant: Code to Operator
7???	Worker, <u>Nursery</u> / <u>horticulture</u> ; driving or operating machinery or plant: Code to Operator
7???	Worker, Process/ driving or operating machinery or plant: Code to Operator
7???	Worker, Production Line/ driving or operating machinery or plant: Code to Operator
7???	Worker, <u>Timber Yard</u> / driving or operating machinery or plant: Code to Operator
7???	Worker, <u>Timber</u> / driving or operating machinery or plant: Code to Operator
7???	Worker, <u>Vineyard</u> / driving or operating machinery or plant: Code to Operator
7???	Worker, <u>Waterside</u> / driving or operating machinery or plant: Code to Operator
7???	Worker/ driving or operating machinery or plant: Code to Operator
7000	Operator, Machine/ NAI (about type of machine)
7000	Operator, Plant/ NAI (about type of plant or industry)
7100	Driver/ NAI (about type of vehicle)
7101	Captain, Coach
7101	Contractor, Bus
7101	Driver, Articulated Vehicle/ passenger
7101	Driver, Bus
7101	Driver, Coach
7101	Driver, Tour
7101	Driver, Tram
7101	Manager, Transport Company/ driving bus
7101	Operator, Bus
7101	Owner + Driver/ bus
7101	Proprietor, Bus/ driving
7103	Chauffeur
7103	Driver, Cab
7103	Driver, Car/ except above
7103	Driver, Motor
7103	Driver, Taxi
7103	Operator, Taxi
7103	Owner + Driver/ car
7103	Owner + Driver/ taxi except truck
7103	Proprietor, Taxi
7105	Carrier
7105	Carter

Code	Title/ Task or <u>Industry</u> Response
7105	Collector, Bottle/ driving truck
7105	Collector, Garbage/ driving truck
7105	Collector, Marine/ driving truck
7105	Collector, Rubbish/ driving truck
7105	Contractor, Cartage/ driving
7105	Contractor, Garbage/ driving truck
7105	Contractor, Haulage/ driving
7105	Courier + Driver
7105	Courier/ except above
7105	Deliverer, Bread/ driving
7105	Deliverer, <u>Fast Foods</u>
7105	Deliverer, Milk/ driving
7105	Driver + Courier
7105	Driver + Storeman/ driving truck or van
7105	Driver + Storeman/ NAI (about type of vehicle)
7105	Driver, Armoured Car
7105	Driver, Articulated Vehicle/ goods vehicle
7105	Driver, Articulated Vehicle/ NAI (about type of vehicle)
7105	Driver, Car/ armoured
7105	Driver, Coal Hauler
7105	Driver, Delivery
7105	Driver, Float
7105	Driver, <u>Furniture Removalist</u>
7105	Driver, Haul-out
7105	Driver, Haulpak
7105	Driver, Linehaul
7105	Driver, Lorry
7105	Driver, Milk Tanker
7105	Driver, Road Train
7105	Driver, Semi-Trailer
7105	Driver, Tanker
7105	Driver, <u>Taxi truck</u>
7105	Driver, Tow Truck
7105	Driver, Trailer
7105	Driver, Transport
7105	Driver, Truck/ road transport
7105	Driver, Truck/ NAI (about type of truck)
7105	Driver, Utility
7105	Driver, Van/ driving not selling
7105	Driver, Van/ NAI (about specific tasks)
7105	Garbage man/ driving truck
7105	Garbologist/ driving truck
7105	Haulier
7105	Labourer, <u>Council</u> / garbage collection; driving truck
7105	Loader, Aircraft/ driving truck or van
7105	Manager, <u>Removalist</u> / driving truck
7105	Manager, Transport Company/ driving truck

Code Title/ Task or Industry Response

7105	Miner/ driving or operating equipment; coal hauler or euclid
7105	Miner/ driving or operating equipment; truck except underground
7105	Operator, Coal Hauler
7105	Operator, Concrete Mixer
7105	Operator, Taxi Truck
7105	Operator, Transport/ driving truck
7105	Operator, Truck/ <u>road transport</u>
7105	Operator, Truck/ <u>NAI (about type of truck)</u>
7105	Owner + Driver/ truck
7105	Proprietor, Taxi Truck
7105	Removalist/ <u>furniture</u>
7105	Removalist/ house or building
7105	Remover, Rubbish/ driving truck
7105	Storeman + Driver/ driving truck or van
7105	Storeman + Driver/ <u>NAI (about type of vehicle)</u>
7105	Storeman/ driving, truck or van
7105	Storeman/ driving, <u>NAI (about type of vehicle)</u>
7105	Truckie
7107	Assistant, Driver/s/ train or locomotive
7107	Assistant, Locomotive
7107	Controller, Railway Yard
7107	Driver, Electric Train
7107	Driver, Engine/ <u>railway</u>
7107	Driver, Engine/ train or locomotive
7107	Driver, Engine/ <u>NAI (about type of engine)</u>
7107	Driver, Locomotive
7107	Driver, Rail Car
7107	Driver, Train
7107	Engineman
7107	Fireperson/ <u>railway</u>
7107	Miner/ driving or operating equipment; train
7107	Motorman
7107	Observer, Locomotive
7201	Boss, Shift/ <u>mining</u>
7201	Contractor, Bulldozing
7201	Contractor, Earthmoving
7201	Cutter, <u>Coal</u>
7201	Driver, Backhoe
7201	Driver, Bogger
7201	Driver, Bulldozer
7201	Driver, Car/ underground shuttle
7201	Driver, Dozer
7201	Driver, Excavator
7201	Driver, Front End Loader
7201	Driver, Grader
7201	Driver, Loader

Code Title/ Task or Industry Response

7201 Driver, Miner
 7201 Driver, Scraper
 7201 Driver, Shovel
 7201 Driver, Shuttle Carr/ underground mine
 7201 Driver, Truck/ underground
 7201 Excavator, Sullage
 7201 Greaser, Shovel
 7201 Miner/ driving or operating equipment; earthmoving
 7201 Miner/ driving or operating equipment; mining machine or plant
 7201 Miner/ driving or operating equipment; underground truck
 7201 Miner/ driving or operating equipment; NAI (about type of equipment)
 7201 Operator, Backhoe
 7201 Operator, Bobcat
 7201 Operator, Bulldozer
 7201 Operator, Coal-Cutting Machine
 7201 Operator, Continuous Miner
 7201 Operator, Drag Line
 7201 Operator, Dredge/ except above
 7201 Operator, Earthmoving Equipment
 7201 Operator, Excavator
 7201 Operator, Front End Loader
 7201 Operator, Grader
 7201 Operator, Loader/ diesel
 7201 Operator, Loader/ front end
 7201 Operator, Loader/ except above
 7201 Operator, Miner
 7201 Operator, Mining Plant/ excavation
 7201 Operator, Plant/ excavating or earthmoving
 7201 Operator, Plant/ landscaping
 7201 Operator, Plant/ making fire trails
 7201 Operator, Road Plant/ earthmoving or excavating
 7201 Operator, Scraper/ earthmoving
 7201 Operator, Shovel
 7201 Operator, Trench Digger
 7201 Operator, Trench Machine
 7201 Operator, Truck/ underground
 7201 Supervisor, Dragline
 7201 Supervisor, Earthworks
 7201 Supervisor, Pit/ mining

 7203 Driver + Storeman/ driving forklift
 7203 Driver, Forklift
 7203 Driver, Truck/ forklift
 7203 Loader, Aircraft/ operating forklift
 7203 Operator, Forklift
 7203 Operator, Straddle Carrier
 7203 Operator, Truck/ forklift
 7203 Storeman + Driver/ driving forklift

Code	Title/ Task or <u>Industry</u> Response
7203	Storeman/ driving; forklift
7205	Driver, Skidder
7205	Operator, Forwarder/ <u>logging</u>
7205	Operator, Log Loading Machine
7205	Operator, Plant/ <u>logging</u>
7205	Operator, Skidder
7205	Operator, Tree Faller
7207	Driver, Roller
7207	Operator, Compactor/ <u>roadmaking</u>
7207	Operator, Paver/ concrete or bitumen
7207	Operator, Paving Plant
7207	Operator, Plant/ <u>paving or surfacing</u>
7207	Operator, Plant/ road except excavating or earthmoving
7207	Operator, Road Plant/ except above
7207	Operator, Roadroller
7207	Operator, Roller/ road paving
7207	Operator, Sprayer/ <u>road paving</u>
7207	Operator, Spreader/ <u>road paving</u>
7207	Sprayer, Bitumen
7207	Supervisor, Civil/ roadworks
7207	Supervisor, Road Construction
7207	Supervisor, Road Maintenance
7209	Contractor, Harvesting
7209	Driver, Tractor
7209	Operator, Cotton Picking Machine
7209	Operator, Farm Machinery/ NAI (about type of machinery)
7209	Operator, Harvester
7209	Operator, Header/ <u>farming</u>
7209	Operator, Plant/ mowing lawns
7209	Operator, Rotary Hoe
7209	Operator, Tractor
7211	Engineer, Fire Protection
7211	Engineer, Fire/ <u>army</u>
7211	Fighter, Fire
7211	Firefighter
7211	Fireperson/ firefighting
7211	Officer, Fire Prevention
7211	Officer, Fire/ <u>firefighting</u>
7211	Supervisor, Firefighting
7299	Driver, Engine/ <u>cable ferry</u>
7299	Driver, Overhead Tower Wagon
7299	Driver, Road Sweeper
7299	Driver, Telpher
7299	Handler, Aircraft/ <u>army</u>
7299	Labourer, <u>Council</u> / streetsweeping; driving roadsweeper

Code	Title/ Task or <u>Industry</u> Response
7299	Labourer, <u>Railway</u> / track laying or repairing; operating machine
7299	Labourer, <u>Tramway</u> / track laying or repairing; operating machine
7299	Layer, Track/ railway line or tramline; operating machine
7299	Linemaker
7299	Marker, Line
7299	Mechanic, Recovery/ army
7299	Operator, APC
7299	Operator, Armoured Personnel Carrier
7299	Operator, Cable Ferry
7299	Operator, Overhead Tower Wagon
7299	Operator, Road Sweeper
7299	Operator, Streetsweeper
7299	Operator, Track Laying Plant
7299	Operator, Track Repairing Plant
7299	Operator, Vibroseis
7299	Repairer/ <u>railway line or tramline</u> ; operating machine
7299	Sweeper, Street/ driving roadsweeper
7299	Tracklayer/ railway line or tramline; operating machine
7299	Trackperson/ <u>railway or tramline</u> ; operating machine
7300	Attendant, Boiler/ NAI (about industry)
7300	Operator, Boiler/ <u>NAI (about industry)</u>
7301	Attendant, Boiler/ power generation
7301	Controller, Unit/ <u>power plant</u>
7301	Driver, Engine/ <u>power generation</u>
7301	Operator, Boiler/ <u>power generation</u>
7301	Operator, Control Room/ <u>power generation</u>
7301	Operator, Electrical/ <u>power generation</u>
7301	Operator, Hydro-electric Station
7301	Operator, Plant/ <u>power generation</u>
7301	Operator, Power Plant
7301	Operator, Turbine/ <u>power generation</u>
7303	Attendant, Boiler/ <u>all industries other than power generation</u>
7303	Attendant, Engine Room/ ship
7303	Driver, Engine/ <u>stationary plant except power generation</u>
7303	Greaser/ tending ship's boiler
7303	Operator, Air Conditioning
7303	Operator, Boiler/ <u>all industries other than power generation</u>
7303	Operator, Plant/ <u>engine or boiler except power generation</u>
7303	Operator, Refrigeration Plant
7305	Blender/ <u>chemicals except explosives, oil or glue</u>
7305	Distiller/ chemicals
7305	Maker, Dry Ice
7305	Maker, Paint
7305	Mixer/ <u>chemicals except explosives, glue or oil</u>
7305	Operator, Acetylene Plant

Code Title/ Task or Industry Response

7305 Operator, Acid Plant
7305 Operator, Autoclave/ chemicals
7305 Operator, Blender/ chemicals except explosives, oil or glue
7305 Operator, Chemical Plant
7305 Operator, Fermentation/ chemicals
7305 Operator, Liquid Gas Plant
7305 Operator, Make Up Plant/ chemicals
7305 Operator, Mixer/ chemicals except explosives, glue or oil
7305 Operator, Plant/ chemical
7305 Operator, Recovery Plant/ chemical

7307 Blender/ oil
7307 Cementer, Oil Well
7307 Mixer/ oil
7307 Operator, Blender/ oil
7307 Operator, Field/ oil or gas
7307 Operator, Mixer/ oil
7307 Operator, Petroleum Processing Plant
7307 Operator, Plant/ grease manufacturing
7307 Operator, Plant/ petroleum or gas except drilling
7307 Operator, Production/ oil or gas
7307 Operator, Pump/ petroleum
7307 Operator, Refinery/ petroleum
7307 Operator, Torque-turn Computer
7307 Operator, Turbine/ petroleum refining
7307 Refueller, Aircraft
7307 Tester, Gas/ oil and gas mining
7307 Tester, Pipe/ oil and gas mining

7309 Beltman
7309 Handler, Fluids
7309 Handler, Grain
7309 Operator, Control Room/ grain
7309 Operator, Control Room/ ore handling
7309 Operator, Control Room/ tank farm
7309 Operator, Conveyor Belt
7309 Operator, Dumper/ car
7309 Operator, Grain Terminal
7309 Operator, Loader/ ship
7309 Operator, Loader/ train
7309 Operator, Plant/ bulk material handling
7309 Operator, Reclaimer
7309 Operator, Silo
7309 Operator, Stacker
7309 Operator, Tank Farm
7309 Supervisor, Grain Handling

7311 Driver, Crane
7311 Driver, Portainer

Code Title/ Task or Industry Response

7311 Operator, Crane

7313 Attendant, Lift

7313 Braceman

7313 Driver, Engine/ winding

7313 Driver, Pile

7313 Driver, Winder

7313 Miner/ driving or operating equipment; winder, winch or hoist

7313 Operator, Cablecar

7313 Operator, Chairlift

7313 Operator, Hoist

7313 Operator, Lift

7313 Operator, Winch

7313 Platman

7313 Skipman

7313 Worker, Mine: Code to Miner

7315 Annealer

7315 Attendant, Incinerator Plant

7315 Attendant, Kiln

7315 Cremator

7315 Furnaceman

7315 Hand, Smelt

7315 Hardener

7315 Kettleman/ furnace

7315 Operator, Crematorium

7315 Operator, Furnace/ except above

7315 Operator, Humidifier/ wood

7315 Operator, Kiln

7315 Operator, Plant/ furnace or kiln

7315 Operator, Plant/ incinerator

7315 Operator, Pot/ aluminium smelter or refinery

7315 Operator, Refinery/ metal; except above

7315 Setter, Anode/ aluminium smelting

7315 Slagger/ furnace

7315 Supervisor, Foundry/ operations

7315 Tapper, Furnace

7315 Temperer

7315 Treater, Heat/ furnace

7317 Borer, Coal Seam

7317 Borer, Well

7317 Derrickman

7317 Driller/ mining

7317 Miner/ drilling not blasting or firing

7317 Miner/ driving or operating equipment; drilling not blasting or firing

7317 Operator, Air Track

7317 Operator, Drill/ mining

7317 Operator, Jumbo

Code	Title/ Task or <u>Industry</u> Response
7317	Operator, Plant/ drilling
7317	Operator, Snubbing Unit
7317	Sinker, Bore
7317	Sinker, Shaft
7317	Sinker, Well
7317	Supervisor, Drilling
7399	Assistant, Rolling Mill
7399	Assistant, Station/ shunting
7399	Assistant, Yard/ <u>railway</u>
7399	Attendant, Amusement/ <u>operating fairground equipment</u>
7399	Attendant, Channel/ irrigation
7399	Attendant, Crusher/ <u>stone or ore</u>
7399	Attendant, Electrolytic Cell
7399	Attendant, Precipitator/ <u>ore processing</u>
7399	Attendant, Weighbridge
7399	Bailiff, Water
7399	Balcher, Concrete
7399	Controller, Heap Leach
7399	Controller, Train
7399	Controller, Valve/ <u>water supply</u>
7399	Crusher, Stone
7399	Distiller/ <u>except above</u>
7399	Hand, Railway Turntable
7399	Keeper, Lighthouse
7399	Keeper, Reservoir
7399	Labourer, <u>Railway/ shunting, switching or signalling</u>
7399	Lightkeeper
7399	Maker, Chipboard
7399	Maker, Hardboard
7399	Maker, Insulation
7399	Maker, Particleboard
7399	Master, Lock/ <u>water transport</u>
7399	Miller, Cement
7399	Officer, Water/ <u>irrigation</u>
7399	Operator, Air Compressor
7399	Operator, Amalgamator/ <u>ore processing</u>
7399	Operator, Beater/ <u>papermaking</u>
7399	Operator, Bleacher/ <u>papermaking</u>
7399	Operator, Car Compactor
7399	Operator, Cement Plant
7399	Operator, Chlorination Plant/ <u>water treatment</u>
7399	Operator, Coal Washery
7399	Operator, Continuous Digester/ <u>papermaking</u>
7399	Operator, Control Room/ <u>coal preparation</u>
7399	Operator, Control Room/ <u>ore processing</u>
7399	Operator, Crusher/ <u>ore</u>
7399	Operator, Crusher/ <u>stone or clay</u>

Code Title/ Task or Industry Response

7399 Operator, Dam Gates
7399 Operator, Electrolytic Cell
7399 Operator, Filter/ mineral ore
7399 Operator, Filter/ water treatment
7399 Operator, Flotation
7399 Operator, Forming Line/ wood
7399 Operator, Grinder/ papermaking
7399 Operator, Grinding Mill
7399 Operator, Hydraulic Fill
7399 Operator, In Feed/ wood
7399 Operator, Mechanical Stripper/ mineral ore
7399 Operator, Mill/ mineral ore
7399 Operator, Oilseed Processing
7399 Operator, Ore Treatment
7399 Operator, Plant/ cement production
7399 Operator, Plant/ concrete batching or production
7399 Operator, Plant/ ore treating
7399 Operator, Plant/ paper pulp preparation
7399 Operator, Plant/ sewage treatment
7399 Operator, Plant/ water treatment
7399 Operator, Precipitator/ ore processing
7399 Operator, Press/ hardboard
7399 Operator, Press/ particleboard or chipboard
7399 Operator, Pump/ concrete
7399 Operator, Refiner/ papermaking
7399 Operator, Refinery/ metal; electrolytic refining except aluminium
7399 Operator, Rolling Mill/ metals
7399 Operator, Screener/ mineral ore
7399 Operator, Screener/ papermaking
7399 Operator, Separator/ mineral ore
7399 Operator, Sewage Plant
7399 Operator, Solutions Machine/ mineral ore
7399 Operator, Surface Hydraulic Fill
7399 Operator, Thickener/ mineral ore
7399 Operator, Timber Treatment Plant
7399 Operator, Vibrator/ ore processing
7399 Operator, Wash Plant
7399 Operator, Water Service
7399 Operator, Water Treatment Plant
7399 Operator, Weighbridge
7399 Roller, Metal
7399 Sectionman, Signal
7399 Shunter
7399 Signalman/ except above
7399 Turncock
7399 Turnkey
7399 Weigher, Licensed

Code	Title/ Task or <u>Industry</u> Response
7399	Weigher/ operating weighbridge
7399	Weighman
7399	Worker, Carbon Plant
7400	Operator, Press/ <u>NAI (about tasks or type of press)</u>
7400	Operator, Textile Machine/ <u>NAI (about type of machine)</u>
7401	Drawer, Wire
7401	Ladleman/ <u>metal</u>
7401	Machinist, Metal/ <u>operating extruder</u>
7401	Moulder/ <u>metal</u> ; operating machine
7401	Operator, Casting Machine/ <u>metal</u>
7401	Operator, Continuous Wire Machine
7401	Operator, Extruding Machine/ <u>metal</u>
7401	Operator, Moulding Machine/ <u>metal</u>
7401	Operator, Press/ <u>metal extrusion</u>
7401	Operator, Process/ <u>pouring or casting metal</u>
7401	Operator, Wire Drawing Machine
7401	Pourer, Metal
7401	Teemer/ <u>metal</u>
7403	Machinist, Metal/ <u>operating press except extrusion press</u>
7403	Operator, Press/ <u>metal except extrusion</u>
7405	Cutter, Key
7405	Forger/ <u>metal</u> ; operating forging machine
7405	Keycutter
7405	Maker, Chain
7405	Operator, Chain Making Machine
7405	Operator, Cutter/ <u>metal</u>
7405	Operator, Forge
7405	Operator, Forging Machine
7405	Operator, Riveting Machine
7405	Operator, Spring Making Machine
7405	Operator, Stretcher/ <u>metal</u>
7405	Sharpener, Knife
7405	Sprayer, Metal
7407	Diesetter/ <u>plastics</u>
7407	Extruder, Sheathing
7407	Hand, Gurn/ <u>plastics</u>
7407	Maker, Laminex
7407	Mixer/ <u>plastics</u>
7407	Moulder/ <u>plastic</u>
7407	Operator, Crusher/ <u>plastics</u>
7407	Operator, Extruding Machine/ <u>coating or sheathing wire or cable</u>
7407	Operator, Extruding Machine/ <u>plastics, not wire or cable</u>
7407	Operator, Extruding Machine/ <u>powder coating</u>
7407	Operator, Laminating Machine/ <u>plastic</u>
7407	Operator, Moulding Machine/ <u>plastics</u>

Code Title/ Task or Industry Response

7407 Operator, Plastics Machine
7407 Operator, Plastics Machine/ foam or cellular plastic
7407 Operator, Press/ plastics
7407 Operator, Thermoforming Machine
7407 Setter, Die/ plastics
7407 Setter, Machine/ plastics

7409 Balanceman/ tyre manufacture
7409 Builder, Tyre
7409 Liner, Tank
7409 Miller, Tyre
7409 Moulder/ rubber
7409 Operator, Extruding Machine/ rubber, not wire or cable
7409 Operator, Knitting Machine/ rubber
7409 Operator, Mill/ rubber
7409 Operator, Moulding Machine/ rubber
7409 Operator, Press/ rubber
7409 Operator, Roller Grinder/ rubber
7409 Operator, Rubber Mill
7409 Operator, Rubber Products Machine
7409 Retreader, Tyre

7411 Blender/ explosives
7411 Blender/ glue
7411 Candlemaker
7411 Compounder/ chemicals
7411 Filler, Ampoule
7411 Maker, Bullet
7411 Maker, Candle
7411 Maker, Dye
7411 Maker, Fuse/ explosives
7411 Maker, Glue
7411 Maker, Nitrocellulose
7411 Maker, Suture
7411 Maker, Varnish
7411 Mixer/ explosives
7411 Mixer/ glue
7411 Operator, Batch Still/ chemicals
7411 Operator, Blender/ explosives
7411 Operator, Blender/ glue
7411 Operator, Calender/ chemicals
7411 Operator, Chemical Production Machine
7411 Operator, Filter/ chemicals
7411 Operator, Granulator Machine/ chemicals
7411 Operator, Kettle/ chemicals
7411 Operator, Mixer/ explosives
7411 Operator, Mixer/ glue
7411 Operator, Solutions Machine/ chemicals

Code	Title/ Task or <u>Industry</u> Response
7411	Operator, Tablet Making Machine
7411	Tinter, Paint
7413	Benchman
7413	Clipper, Veneer
7413	Cutter, Cork
7413	Cutter, Stock/ <u>timber yard</u>
7413	Cutter, Timber/ <u>timber yard</u>
7413	Dockerman
7413	Edgerman
7413	Miller, Saw/ operating saw
7413	Operator, Chipper/ wood
7413	Operator, Debarker
7413	Operator, Guillotine/ <u>wood</u>
7413	Operator, Laminator/ <u>hardboard, particleboard or chipboard</u>
7413	Operator, Moulding Machine/ <u>wood</u>
7413	Operator, Press/ <u>wood except hardboard, particleboard or chipboard</u>
7413	Operator, Resaw
7413	Operator, Ripsaw
7413	Operator, Sanding Machine
7413	Operator, Saw/ <u>wood, except above</u>
7413	Operator, Splicing Machine/ <u>wood</u>
7413	Operator, Trim Saw
7413	Operator, Veneer Trimmer
7413	Operator, <u>Wood Processing Machine</u>
7413	Preparer, Log
7413	Presser/ veneer
7413	Repairer/ plywood or veneer
7413	Resawyer
7413	Sawmiller/ operating saw
7413	Sawyer/ wood
7413	Sawyer/ NAI (about specific tasks)
7413	Supervisor, Timber/ mills
7415	Cutter, <u>Cardboard</u>
7415	Cutter/ <u>papermaking or paper products industries</u>
7415	Hand, Paper Machine
7415	Maker, Paper
7415	Maker, Paper Products
7415	Operator, Carton Machine
7415	Operator, Coating Machine/ <u>papermaking</u>
7415	Operator, Cutter/ <u>paper</u>
7415	Operator, Dryer/ <u>papermaking</u>
7415	Operator, Paper Machine/ <u>making paper or paper products</u>
7415	Operator, Press/ <u>paper</u>
7415	Operator, Rewinder/ <u>paper</u>
7415	Operator, Slitting Machine/ <u>paper</u>
7415	Operator, Supercalender/ <u>papermaking</u>

Code	Title/ Task or <u>Industry Response</u>
7415	Operator, Winder/ <u>papermaking</u>
7415	Slitter/ <u>paper</u>
7417	Furnaceman, Glass
7417	Maker, Glassware
7417	Operator, Furnace/ glass
7417	Operator, Glass Melt
7417	Operator, <u>Glass Processing Machine</u>
7417	Operator, Laminating/ <u>glass</u>
7417	Operator, Toughening/ <u>glass</u>
7419	Cutter, Marble
7419	Cutter, <u>Stone</u>
7419	Machinist, <u>Stonemasonry</u>
7419	Maker, Abrasive Wheel
7419	Maker, Brake Lining
7419	Maker, Brick
7419	Maker, Plaster/ operating machine
7419	Maker, Plasterboard
7419	Moulder/ <u>fibre-cement</u>
7419	Moulder/ <u>pre-cast concrete</u>
7419	Operator, Brick Cutting Machine
7419	Operator, Brickmaking Machine
7419	Operator, Clay Products Machine
7419	Operator, Concrete Pipe Machine
7419	Operator, Concrete Products Machine
7419	Operator, Extruding Machine/ <u>clay</u>
7419	Operator, Moulding Machine/ <u>cement products</u>
7419	Operator, Polisher/ <u>marble</u>
7419	Operator, Polisher/ <u>stone except gemstone</u>
7419	Operator, Press/ <u>clay</u>
7419	Operator, Saw/ <u>stone</u>
7419	Polisher/ <u>marble</u>
7419	Polisher/ <u>stone except gemstone</u>
7419	Sawyer/ stone
7419	Setter, Brick
7419	Turner/ <u>porcelain</u>
7421	Comber, Yarn
7421	Ginner, Cotton
7421	Machinist, Combing/ <u>textile</u>
7421	Operator, Carding Machine
7421	Operator, Combing Machine
7421	Operator, Cotton Gin
7421	Operator, Gill Box
7421	Operator, Scouring Machine/ <u>textiles</u>
7421	Operator, Spinning Machine
7421	Operator, Twisting Machine/ <u>textiles</u>
7421	Operator, Winding/ <u>textiles</u>

Code	Title/ Task or <u>Industry</u> Response
7421	Operator, Wool Scouring
7421	Operator, <u>Yarn Machine</u>
7421	Spinner, <u>Textile</u>
7421	Twister/ <u>yarn</u>
7421	Winder, Bobbin/ <u>textiles</u>
7421	Winder, Yarn
7423	Degreaser, Leather
7423	Fellmonger
7423	Operator, Dryer/ <u>leather</u>
7423	Operator, Finishing Machine/ <u>leather</u>
7423	Operator, Fleshing Machine/ <u>leather</u>
7423	Operator, Hydro Extracting Machine/ <u>tannery</u>
7423	Operator, Sammying Machine
7423	Operator, Staking Machine
7423	Operator, Tannery
7423	Operator, Woolpulling Machine
7423	Roller, Tannery
7425	Attendant, Dye Vat
7425	Beamer/ <u>textiles</u>
7425	Dyer/ except above
7425	Feltmaker
7425	Knitter/ operating machine
7425	Machinist, <u>Clothing</u> / knitting machine
7425	Machinist, Knitting
7425	Maker, Carpet
7425	Mender, Textile
7425	Operator, Bleaching Machine/ <u>textiles</u>
7425	Operator, Bonding Machine/ <u>textiles</u>
7425	Operator, Carpet Making Machine
7425	Operator, Cutter/ <u>textiles</u>
7425	Operator, Dryer/ <u>textiles</u>
7425	Operator, Dyeing Machine
7425	Operator, Finishing Machine/ <u>textiles</u>
7425	Operator, Knitting Machine/ except above
7425	Operator, Loom
7425	Operator, Rope Making Machine
7425	Operator, Sizing Machine/ <u>textiles</u>
7425	Operator, Textile Processing Machine
7425	Operator, Tutting Machine
7425	Operator, Warp Machine
7425	Sizer, Warp
7425	Threader/ <u>textiles</u>
7425	Tuller
7425	Warper
7425	Weaver
7425	Worker, Textile/ beamer

Code Title/ Task or Industry Response

7425	Worker, Textile/ weaving
7427	Blindstitcher
7427	Hand, Alteration/ garments
7427	Hemstitcher
7427	Machinist, Buttonhole
7427	Machinist, <u>Clothing/ sewing machine</u>
7427	Machinist, <u>Clothing/ NAI (about type of machine)</u>
7427	Machinist, Glove
7427	Machinist, Sewing/ <u>clothing except shoes</u>
7427	Machinist, Sewing/ <u>soft fabrics or furnishings</u>
7427	Machinist, Sewing/ <u>NAI (about type of material)</u>
7427	Machinist/ overlocking
7427	Maker, Curtain
7427	Operator, Buttoning Machine
7427	Operator, Garment Making Machine
7427	Operator, Overlocker
7427	Operator, Sewing Machine/ <u>clothing except shoes</u>
7427	Operator, Sewing Machine/ <u>soft fabrics or furnishings</u>
7427	Operator, Sewing Machine/ <u>NAI (about type of material)</u>
7427	Overlocker
7427	Sewer, Carpet
7427	Stitcher, Blind
7427	Stitcher, Hem
7427	Supervisor, Machinist/ <u>textiles</u>
7427	Supervisor, Sewing/ <u>textiles</u>
7429	Dyer/ shoe
7429	Finisher/ <u>shoes or boots</u>
7429	Machinist, Boot/ <u>factory</u>
7429	Machinist, Sewing/ <u>shoe</u>
7429	Machinist, Shoe/ <u>factory</u>
7429	Operator, Lasting Machine/ <u>shoemaking</u>
7429	Operator, Press/ <u>shoemaking</u>
7429	Operator, Sewing Machine/ <u>shoe</u>
7429	Operator, Shoemaking Machine
7429	Trimmer, Shoe
7431	Blender/ <u>food or beverage</u>
7431	Boiler, Sugar
7431	Cellarhand/ <u>winery</u>
7431	Cellarman/ <u>winery</u>
7431	Cook/ <u>jam, sauce or meat processing</u>
7431	Cooker, Fish/ <u>factory</u>
7431	Dehydrator/ <u>food processing</u>
7431	Filler, Sausage
7431	Hand, Cellar/ <u>winery</u>
7431	Labourer, Brewery/ operating brewing machine
7431	Maker, Breakfast Cereal

Code	Title/ Task or <u>Industry</u> Response
7431	Maker, Chocolate
7431	Maker, Cordial
7431	Maker, Ice Cream
7431	Maker, Jam
7431	Maker, Margarine
7431	Maker, Pasta
7431	Maker, Sauce
7431	Maker, Spaghetti
7431	Maker, Spice
7431	Maker, Syrup
7431	Maker, Yoghurt
7431	Maltster
7431	Mixer/ <u>food or beverages</u>
7431	Operator, Autoclave/ <u>food processing</u>
7431	Operator, Blender/ <u>food or beverages</u>
7431	Operator, Brewery Machine
7431	Operator, Brewhouse Machine
7431	Operator, Crusher/ <u>sugar cane</u>
7431	Operator, Defeatherer
7431	Operator, Dryer/ <u>food processing</u>
7431	Operator, Evaporator/ <u>dairy products</u>
7431	Operator, Eviscerator
7431	Operator, Extruding Machine/ <u>foods</u>
7431	Operator, Fish Processing Machine
7431	Operator, Food Processing Machine/ except above
7431	Operator, Fruit Juicer
7431	Operator, Fruit Processing Machine
7431	Operator, Juice Machine/ <u>fruit or vegetables</u>
7431	Operator, Juicer/ <u>fruit or vegetables</u>
7431	Operator, <u>Meat Processing Machine</u>
7431	Operator, Milk Treating Machine
7431	Operator, Milling Machine/ <u>field crops</u>
7431	Operator, Mincer/ <u>food processing</u>
7431	Operator, Mixer/ <u>foodstuffs</u>
7431	Operator, Pasteuriser/ <u>foodstuffs</u>
7431	Operator, Press/ <u>food</u>
7431	Operator, Retort/ <u>food processing</u>
7431	Operator, Rolling Mill/ <u>flour</u>
7431	Operator, Smallgoods Processing
7431	Operator, Smokehouse
7431	Operator, Spray Dryer/ <u>dairy products</u>
7431	Operator, Sugar Processing Machine
7431	Operator, Vegetable Juicer
7431	Operator, Vegetable Processing Machine
7431	Pickler, Meat
7431	Processor, Fish/ operating machine; except above
7431	Processor, Food/ operating machine; except above

Code	Title/ Task or <u>Industry</u> Response
7431	Setter, Machine/ <u>food processing</u>
7431	Slicer, Bread/ operating machine
7431	Topman
7431	Treater, Milk
7431	Vatman/ <u>brewery</u>
7431	Worker, Casings/ <u>meat processing</u>
7433	Attendant, Bottling Hall/ <u>winery</u>
7433	Attendant, Bottling Machine
7433	Attendant, Packing Machine
7433	Attendant, Strapping Machine
7433	Canner
7433	Feeder, Packaging Machine
7433	Filler, Bag
7433	Filler, Can
7433	Filler, Paint
7433	Filler, Sack
7433	Hand, Publishing
7433	Operator, Baling Machine
7433	Operator, Bottling Machine
7433	Operator, Can Filler and Closer
7433	Operator, Depalletiser
7433	Operator, Food Processing Machine/ <u>packaging</u>
7433	Operator, Labelling Machine
7433	Operator, Packaging Machine
7433	Operator, Palletiser
7433	Operator, Strapping Machine
7433	Packer, Meat/ operating packing machine
7433	Packer/ operating packing machine
7433	Palletiser
7433	Processor, Fish/ operating machine; <u>packaging machine</u>
7433	Processor, Food/ operating machine; <u>packaging machine</u>
7433	Sacker, Sugar
7435	Assistant, Laboratory/ <u>photographic processing</u>
7435	Assistant, Photographic/ printing film, not selling or serving
7435	Attendant, Darkroom
7435	Cutter, Film
7435	Cutter/ <u>photographic</u>
7435	Developer/ <u>photographic</u>
7435	Enlarger/ <u>photographic</u>
7435	Finisher/ <u>photographic</u>
7435	Mounter, Film
7435	Operator, Copy Camera
7435	Operator, Darkroom
7435	Operator, Enlarger/ <u>photographic</u>
7435	Operator, Film Processing Machine
7435	Operator, Photographic Laboratory

Code	Title/ Task or <u>Industry</u> Response
7435	Operator, Printer/ <u>photographic</u>
7435	Operator, Scanner/ <u>photographic</u>
7435	Photoprocessor
7435	Phototechnician
7435	Printer, Film
7435	Printer/ photograph; except above
7435	Processor, Film
7435	Splicer, Film
7435	Spooler, Film
7435	Supervisor, Microfilming
7435	Technician, Film/ <u>photographic processing</u>
7435	Technician, Laboratory/ <u>photographic processing</u>
7435	Technician, Photographic
7499	Assistant, Bindery
7499	Attendant, Laundry Machine
7499	Attendant, Tobacco Processing Machine
7499	Blaster/ sand
7499	Cleaner, Dry
7499	Collator/ <u>newspaper or printing</u>
7499	Commander/ <u>armoured fighting vehicle crew; army</u>
7499	Crewman/ <u>armoured fighting vehicle; army</u>
7499	Drycleaner
7499	Filler, Container/ pressurised
7499	Firecontroller/ <u>navy</u>
7499	Guard/ <u>airfield defence; defence forces</u>
7499	Gunner, Quartermaster/ <u>defence forces</u>
7499	Hand, Table/ <u>printing</u>
7499	Infantryman/ <u>army</u>
7499	Maker, Linoleum
7499	Manager, <u>Dry Cleaner</u> / operating machine
7499	Manager, Laundry/ washing or pressing
7499	Manager, <u>Shop</u> / operating dry-cleaning machine
7499	Mortarman/ <u>army</u>
7499	Number, Gun/ <u>army</u>
7499	Number, Missile/ <u>army</u>
7499	Operator, Brushmaking Machine
7499	Operator, Folding Machine/ <u>laundry</u>
7499	Operator, Laundry Machine
7499	Operator, Press/ <u>carpet</u>
7499	Operator, Tobacco Processing Machine
7499	Operator, Venetian Blind Machine
7499	Pioneer, Assault/ <u>army</u>
7499	Rifleman/ <u>defence forces</u>
7499	Sandblaster
7499	Stapler/ <u>bookbinding or printing</u>
7499	Supervisor, Laundry
7499	Tablehand/ <u>printing</u>

Code Title/ Task or Industry Response

7499 Trooper, Assault/ army

7499 Worker, Laundry/ operating laundry machine

Code Title/ Task or Industry Response

8???	ASO/ <u>class 1-6 APS</u> ; manual tasks: Code to Labourer
8???	Assistant, Clerical/ manual tasks: Code to Labourer
8???	Ganger: Code to Labourer
8???	Labourer/ <u>sheltered workshop</u> : Code to Labourer, Factory
8???	Worker, Domestic: Code to Domestic
8000	Labourer, <u>Bridge</u> / NAI (about specific tasks)
8000	Labourer, <u>Council</u> / NAI (about specific tasks)
8101	Assistant, Baker's
8101	Assistant, Bakery
8101	Assistant, Boilermaker's
8101	Assistant, Butcher's/ cutting meat
8101	Assistant, Butcher's/ NAI (about specific tasks)
8101	Assistant, Cabinetmaker's
8101	Assistant, Cable Joiner's
8101	Assistant, Carpenter's
8101	Assistant, Carpet Layer's
8101	Assistant, Confectioner's
8101	Assistant, Electrician's
8101	Assistant, Fitter's
8101	Assistant, Florist's/ arranging flowers
8101	Assistant, Florist's/ NAI (about specific tasks)
8101	Assistant, Forger's/ metal
8101	Assistant, Glazier's
8101	Assistant, Hairdresser's
8101	Assistant, Line/ power
8101	Assistant, Linesperson's
8101	Assistant, Moulder's/ metal
8101	Assistant, Painter and Decorator's
8101	Assistant, Painter's
8101	Assistant, Pastrycook's
8101	Assistant, Plasterer's
8101	Assistant, Powder Monkey's
8101	Assistant, Printer's
8101	Assistant, Projectionist's
8101	Assistant, Pyrotechnician's
8101	Assistant, Shot-firer's
8101	Assistant, Signwriter's
8101	Assistant, Stonemason's
8101	Assistant, Telecom
8101	Assistant, Tiler's
8101	Assistant, Trades
8101	Assistant, Tradesperson's
8101	Assistant, Turner's
8101	Attendant, Garage/ lube or workshop
8101	Attendant, Lube
8101	Attendant, Service Station/ lube or workshop

Code	Title/ Task or <u>Industry</u> Response
8101	Hand, Garage/ lube or workshop
8101	Labourer, Blacksmith's
8101	Labourer, Brickie's
8101	Labourer, Bricklayer's
8101	Labourer, Carpenter's
8101	Labourer, Fitter's
8101	Labourer, Plasterer's
8101	Labourer, Plumber's
8101	Miner/ assisting tradespersons
8101	Oiler/ motor vehicles
8101	Operator, Lube
8101	Striker, Blacksmith's
8103	Assembler
8103	Builder, Car/ assembly line
8103	Builder, Caravan/ assembly line
8103	Builder, Vehicle/ assembly line
8103	Fitter, Battery/ <u>vehicle manufacture</u>
8103	Fitter, Exhaust/ <u>vehicle manufacture</u>
8103	Fitter, Muffler/ <u>vehicle manufacture</u>
8103	Fitter, Sunroof/ <u>vehicle manufacture</u>
8103	Fitter, Tyre/ <u>vehicle manufacture</u>
8103	Fitter, Windscreen/ <u>vehicle manufacture</u>
8103	Hand, <u>Factory</u> / assembly
8103	Joiner, Aluminium
8103	Labourer, <u>Factory</u> / assembly
8103	Labourer/ assembly
8103	Maker, Furniture/ assembly work
8103	Maker, Harness/ <u>vehicle wiring</u>
8103	Operator, Coil Winding Machine
8103	Prefabricator/ assembling
8103	Winder, Coil/ light
8103	Worker, Assembly
8103	Worker, <u>Factory</u> / assembly
8103	Worker, Process/ assembly
8103	Worker, Production Line/ assembly
8105	Assistant, Sales/ packing not selling or serving
8105	Assistant, Sales/ weighing, not selling or serving
8105	Assistant, Shop/ packing not selling or serving
8105	Assistant, Shop/ weighing, not selling or serving
8105	Hand, <u>Factory</u> / hand packing
8105	Labourer, <u>Factory</u> / hand packing
8105	Labourer/ hand packing
8105	Packer, Meat/ except above
8105	Packer/ <u>factory</u>
8105	Packer/ <u>supermarket</u> ; wrapping goods
8105	Packer/ NAI (about type of packing)

Code	Title/ Task or <u>Industry</u> Response
8105	Worker, <u>Factory</u> / hand packing
8105	Worker, <u>Process</u> / packing
8105	Worker, <u>Production Line</u> / packing
8105	Worker, <u>Textile</u> / hand packing
8105	Wrapper/ <u>manufactured goods</u>
8107	Hand, <u>Factory</u> / spraypainting
8107	Labourer, <u>Factory</u> / spraypainting
8107	Painter, <u>Spray</u> / manufacturing
8107	Proofer, <u>Rust</u> / <u>vehicles</u>
8107	Rustproofer/ <u>vehicles</u>
8107	Spraypainter/ manufacturing
8107	Worker, <u>Factory</u> / spraypainting
8107	Worker, <u>Process</u> / spraypainting
8107	Worker, <u>Production Line</u> / spraypainting
8109	Auditor, <u>Car</u> / <u>automobile manufacturing</u>
8109	Auditor, <u>Quality</u>
8109	Classifier/ <u>fruit and vegetable</u>
8109	Classifier, <u>Wheat</u>
8109	Examiner, <u>Product</u> / quality control
8109	Examiner/ <u>film</u>
8109	Examiner/ <u>manufacturing process</u>
8109	Examiner/ <u>textile</u>
8109	Finisher, <u>Tyre</u>
8109	Finisher/ <u>clothing except furs, shoes or boots</u>
8109	Grader/ <u>dairy products</u>
8109	Grader/ <u>fruit and vegetable</u>
8109	Grader/ <u>meat</u>
8109	Grader/ <u>timber</u>
8109	Hand, <u>Factory</u> / quality control
8109	Inspector, <u>Automobile</u> / <u>assembly line</u>
8109	Inspector, <u>Garment</u>
8109	Inspector, <u>Quality Control</u>
8109	Inspector, <u>Textile</u>
8109	Inspector, <u>Vehicle</u> / <u>assembly line</u>
8109	Labourer, <u>Factory</u> / quality control
8109	Sampler, <u>Wool</u>
8109	Tester/ <u>clay and stone</u>
8109	Tester/ <u>dairy products</u>
8109	Tester/ <u>mineral ore</u>
8109	Tester/ <u>pulp or papermaking</u>
8109	Verifier, <u>Glassware</u>
8109	Viewer
8109	Weigher/ quality control
8109	Worker, <u>Factory</u> / inspection
8109	Worker, <u>Factory</u> / quality control
8109	Worker, <u>Process</u> / inspection

Code	Title/ Task or <u>Industry</u> Response
8109	Worker, Process/ quality control
8109	Worker, Production Line/ quality control
8109	Worker, Textile/ quality control
8199	Assorter/ <u>linplate</u>
8199	Boner
8199	Cleaner/ <u>glass mould</u>
8199	Cutter, Cloth
8199	Cutter, Foam
8199	Cutter, Meat
8199	Cutter, Plastics
8199	Dresser, Poultry
8199	Enameller, Vitreous
8199	Fibreglasser
8199	Filleter, Fish
8199	Galvaniser
8199	Grader, Egg
8199	Gutter/ <u>Abattoir</u>
8199	Hand, Bench
8199	Hand, Binding
8199	Hand, Bread Room
8199	Hand, Brewhouse
8199	Hand, Butter Room
8199	Hand, <u>Factory</u> / except above
8199	Hand, Knife
8199	Hand, <u>Mill</u> / except above
8199	Hand, Printing
8199	Hand, Shovel/ <u>steelworks</u>
8199	Hand, Table/ except above
8199	Hand, Yard/ <u>factory</u>
8199	Handler, Brick/ <u>brickworks</u>
8199	Insertor/ <u>newspaper or printing</u>
8199	Knifehand
8199	Labourer, <u>Abattoir</u> / except above
8199	Labourer, <u>Factory</u> / except above
8199	Labourer, <u>Foundry</u> / except above
8199	Labourer, <u>Furnace</u> / except above
8199	Labourer, <u>Kiln</u> / except above
8199	Labourer, <u>Meatworks</u> / except above
8199	Labourer, <u>Plant</u> / except above
8199	Labourer, <u>Sawmill</u> / except above
8199	Labourer, <u>Sewage</u> / except above
8199	Labourer, <u>Steelworks</u> / except above
8199	Labourer, <u>Tannery</u> / except above
8199	Labourer, <u>Timber Yard</u> / except above
8199	Laminator, Fibreglass
8199	Maker, Pallet
8199	Marker-off

Code	Title/ Task or <u>Industry</u> Response
8199	Marker/ <u>steel</u>
8199	Meatworker/ <u>abattoir</u> ; except above
8199	Millhand/ except above
8199	Opener/ shellfish
8199	Peeler, Prawn
8199	Processor, Fish/ except above
8199	Processor, Food/ except above
8199	Puller-Out
8199	Skinner/ animal
8199	Slaughterman/ poultry
8199	Slicer, Meat
8199	Sorter, Brick
8199	Sorter, Carcase
8199	Sorter, Egg
8199	Sorter, Fruit
8199	Splicer, Belt
8199	Splitter, Scallop
8199	Stacker, Brick
8199	Stacker, Flour
8199	Stacker, Timber/ <u>timber yard</u>
8199	Sticker/ <u>abattoir</u>
8199	Supervisor, Yard/ brickmaking
8199	Tablehand/ except above
8199	Tailer-Out
8199	Trimmer, Meat
8199	Worker, <u>Factory</u> / except above
8199	Worker, Meat/ <u>abattoir</u> ; except above
8199	Worker, <u>Mill</u> / except above
8199	Worker, Process/ except above
8199	Worker, Production Line/ except above
8199	Worker, Textile/ hand cutting
8199	Worker, <u>Timber Yard</u> / except above
8199	Worker, Timber/ except above
8199	Yardman/ <u>factory</u>
8199	Yardman/ <u>NAI</u> (<u>about type of workplace</u>)
8201	Assistant, Apiary
8201	Assistant, Stud
8201	Blockhand
8201	Collector, Egg
8201	Drover
8201	Groom/ <u>horseracing or stud farming</u>
8201	Hand, Block
8201	Hand, <u>Dairy</u> / except above
8201	Hand, Farm/ except above
8201	Hand, Hatchery
8201	Hand, <u>Orchard</u> / except above
8201	Hand, Shed/ shearing

Code	Title/ Task or <u>Industry</u> Response
8201	Hand, Stable
8201	Hand, Station
8201	Hand, Stock/ livestock or farming
8201	Hand, Stud
8201	Hand, Vineyard
8201	Help, Farm/ except above
8201	Helper, <u>Farm</u> except above
8201	Labourer, <u>Dairy</u> except above
8201	Labourer, <u>Farm</u> except above
8201	Labourer, <u>Garden</u> / market gardening
8201	Labourer, <u>Market Garden</u>
8201	Labourer, <u>Orchard</u> / except above
8201	Labourer, <u>Vineyard</u> / except above
8201	Musterer
8201	Overseer, Farm
8201	Picker, <u>Flower</u>
8201	Picker, <u>Fruit</u>
8201	Picker, <u>Vegetable</u>
8201	Presser/ wool; <u>farm</u>
8201	Pruner
8201	Rouseabout
8201	Sexer, Chicken
8201	Stockhand
8201	Stockman
8201	Strapper
8201	Supervisor, Farm
8201	Supervisor, Stock/ livestock
8201	Worker, <u>Farm</u> except above
8201	Worker, Fish Farm
8201	Worker, <u>Vineyard</u> / except above
8203	Adzman
8203	Axeman
8203	Boss, Bush
8203	Chokerman
8203	Contractor, Logging
8203	Cutter, Sleeper
8203	Cutter, Timber/ <u>forestry</u>
8203	Faller/ timber
8203	Feller, <u>Tree</u>
8203	Ganger, Forestry
8203	Getter, Timber
8203	Hand, <u>Forestry</u> / except above
8203	Jack, Lumber
8203	Labourer, <u>Forestry</u> / except above
8203	Lookout, Fire
8203	Lumberjack
8203	Operator, Chainsaw

Code Title/ Task or Industry Response

8203	Operator, Landing/ <u>logging</u>
8203	Planter, Tree
8203	Stacker, Timber/ forestry
8203	Supervisor, Forestry
8203	Supervisor, Logging/ <u>timber</u>
8203	Supervisor, Reafforestation
8203	Swampy
8203	Worker, <u>Forestry</u> / except above
8203	Worker, Timber/ forestry
8205	Assistant, Gardener's
8205	Assistant, Greenkeeper's
8205	Assistant, Nursery/ <u>horticulture</u>
8205	Attendant, Nursery/ <u>horticulture</u>
8205	Contractor, Lawn Mowing
8205	Cutter, Lawn
8205	Hand, Garden
8205	Hand, Nursery/ horticulture; except above
8205	Labourer, <u>Council</u> / mowing, tree planting or trimming, etc.
8205	Labourer, <u>Council</u> / parks and gardens
8205	Labourer, Garden/ except above
8205	Labourer, <u>Nursery</u> / except above
8205	Lopper, Tree
8205	Mower, Lawn
8205	Operator, Edging Machine/ lawns
8205	Sprayer, Weed
8205	Worker, Garden
8205	Worker, <u>Nursery</u> / horticulture; except above
8299	Gatherer, Kelp
8299	Shooter/ hunting
8299	Tordoner
8299	Trapper/ except above
8301	Aide, Home/ cleaning and other domestic duties
8301	Assistant, Sales/ cleaning not selling or serving
8301	Assistant, Shop/ cleaning not selling or serving
8301	Attendant, Car Wash
8301	Attendant, Garage/ car cleaning, not lubes or repairs
8301	Attendant, Roadhouse/ car cleaning, not lubes or repairs
8301	Attendant, Service Station/ car cleaning, not lubes or repairs
8301	Cleaner/ except above
8301	Contractor, Cleaning
8301	Detailer, Car
8301	Detailer/ vehicle
8301	Domestic/ cleaning
8301	Domestic/ making beds
8301	Domestic/ NAI (about specific tasks)
8301	Hand, <u>Factory</u> / cleaning

Code Title/ Task or Industry Response

8301	Hand, Garage/ car cleaning, not lubes or repairs
8301	Help, Domestic/ cleaning
8301	Help, Domestic/ NAI (about specific tasks)
8301	Help, Home/ cleaning and other domestic duties
8301	Helper, Domestic/ cleaning
8301	Helper, Domestic/ NAI (about specific tasks)
8301	Helper, Home/ cleaning and other domestic duties
8301	Housemaid
8301	Labourer, Council/ cleaning
8301	Labourer, Council/ streetsweeping; not driving
8301	Labourer, Factory/ cleaning
8301	Labourer/ cleaning
8301	Maid, House
8301	Manager, Boarding House/ cleaning
8301	Manager, Guest House/ cleaning
8301	Supervisor, Cleaning
8301	Supervisor, Domestic/ hospital
8301	Sweep, Chimney
8301	Sweeper, Street/ sweeping with broom
8301	Sweeper, Street/ NAI (about specific tasks)
8301	Washer/ vehicles
8301	Worker Factory/ cleaning
8401	Erector, Carport
8401	Erector, Garage
8401	Filter, Awnings
8401	Fitter, Blinds
8401	Fitter, Curtain
8401	Fitter, Shower Screen
8401	Fitter, Window
8401	Installer, Antenna
8401	Installer, Awnings
8401	Installer, Blinds
8401	Installer, Fibreglass
8401	Installer, Fireplace
8401	Installer, Insulation
8401	Installer, Pool
8401	Installer, Security Door
8401	Installer, Shower Screen
8401	Installer, Window
8401	Installer/ home improvements
8401	Insulator, Building
8401	Labourer, Fencing
8401	Reblocker/ house
8401	Restumper/ house
8401	Tinter, Window
8401	Waterproofer/ building

Code Title/ Task or Industry Response

8403	Builder/ concreting
8403	Concreter
8403	Contractor, Building/ concreting
8403	Contractor, Cement
8403	Contractor, Concrete
8403	Contractor, Construction/ concreting
8403	Contractor, Foundation
8403	Contractor, Grano
8403	Contractor, Granolithic
8403	Finisher, Concrete
8403	Labourer, Builder's/ concreting
8403	Labourer, Concrete
8403	Labourer, Concreter's
8403	Labourer, Construction/ concreting
8403	Labourer, <u>Council</u> / concreting
8403	Layer, Concrete
8403	Layer, Floor/ concrete
8403	Paver/ concrete
8403	Worker, Building/ concreting
8403	Worker, Construction/ concreting
8403	Worker, Grano
8403	Worker, Granolithic
8405	Assistant, Rigger's
8405	Erector, Scaffold
8405	Erector, Structural Steel
8405	Fixer, Steel
8405	Labourer, Builder's/ structural steel erecting
8405	Labourer, Construction/ structural steel erecting
8405	Labourer, Structural Steel
8405	Rigger/ except above
8405	Scaffolder
8405	Worker, Building/ structural steel erecting
8405	Worker, Construction/ structural steel erecting
8407	Digger, Ditch
8407	Digger, Grave
8407	Hand, Barrow/ earthmoving
8407	Labourer, Builder's/ digging; not operating machinery
8407	Labourer, Construction/ digging; not operating machinery
8407	Labourer/ <u>digging or land clearing</u> ; not operating machinery
8407	Labourer/ <u>earthmoving</u> ; not operating machinery
8407	Worker, Building/ digging
8407	Worker, Construction/ digging
8409	Labourer, Builder's/ paving except concreting
8409	Labourer, Construction/ paving except concreting
8409	Labourer, <u>Council</u> / paving and surfacing except concreting; not operating machinery
8409	Labourer, <u>Council</u> / roadmaking or repair except concreting; not operating machinery

Code Title/ Task or Industry Response

8409 Labourer/ paving and surfacing except concreting; not operating machinery
8409 Labourer/ roadmaking and repair except concreting; not operating machinery
8409 Patrolman/ repairing roads
8409 Worker, Building/ paving except concreting
8409 Worker, Construction/ paving except concreting

8411 Assistant, Survey/ except above
8411 Assistant, Surveying
8411 Assistant, Surveyor's
8411 Chainman
8411 Hand, Survey
8411 Leadsman
8411 Pegman
8411 Recorder, Survey/ defence forces

8413 Fitter
8413 Labourer, Railway/ track laying or repairing; not operating machinery
8413 Labourer, Tramway/ track laying or repairing; not operating machinery
8413 Layer, Track/ railway line or tramline; except above
8413 Patrolman/ railway except security
8413 Platelayer
8413 Repairer/ railway line or tramline; except above
8413 Supervisor, Track/ railways
8413 Tracklayer/ railway line or tramline; except above
8413 Trackperson/ railway line or tramline; except above

8415 Assistant, Driller's
8415 Attendant, Screen/ mineral ore processing
8415 Bolter, Roof
8415 Fitter, Drill
8415 Hand, Cable/ mining
8415 Helper, Cementer/ oil well
8415 Helper, Observer/ mining
8415 Helper, Shooter/ mining
8415 Labourer, Mine/ except above
8415 Labourer, Quarry/ except above
8415 Labourer/ mineral ore treatment; not operating machinery
8415 Miner, Opal
8415 Miner/ NAI (about specific tasks)
8415 Observer + Helper/ mining
8415 Offsider, Driller's
8415 Patrolman/ mine
8415 Picker, Rock/ mining
8415 Prospector
8415 Roughneck
8415 Roustabout/ fluids drilling
8415 Sampler/ mineral ore
8415 Shooter-helper/ mining
8415 Timberman/ mining

Code Title/ Task or Industry Response

8415	Washer, Sample/ <u>mineral ore</u>
8499	Barrowman/ <u>construction</u>
8499	Chaser, Crane
8499	Cleaner/ brick
8499	Contractor, Fencing
8499	Dogman
8499	Erector, Fence
8499	Felter/ boiler or pipe
8499	Fencer
8499	Labourer, Builder's/ except above
8499	Labourer, Construction/ except above
8499	Labourer, <u>Council</u> / fencing or pipe laying
8499	Labourer/ <u>pipe laying</u> : not operating machinery
8499	Lagger
8499	Layer, Pipe
8499	Operator, Jackhammer
8499	Slinger/ crane
8499	Slingsman/ <u>crane</u>
8499	Worker, Building/ except above
8499	Worker, Construction/ except above
8499	Worker, Demolition/ except above
8901	Assistant, Station/ taking tickets or gatekeeping
8901	Attendant, Door
8901	Attendant, Gate
8901	Attendant, Sporting/ gatekeeping
8901	Attendant, Turnstile
8901	Bouncer
8901	Collector, Ticket
8901	Commissionaire/ <u>hotel</u>
8901	Doorman
8901	Gatekeeper
8901	Keeper, Gate
8901	Taker, Ticket
8901	Usher/ <u>entertainment industry</u>
8901	Ushette
8903	Assistant, Station/ carrying luggage
8903	Bellboy
8903	Boy, Bell
8903	Concierge
8903	Girl, Bell
8903	Loader, Aircraft/ except above
8903	Loader/ luggage
8903	Page, Hotel
8903	Porter, Head/ <u>hotel</u>
8903	Porter/ <u>hotel</u> except kitchen
8903	Porter/ luggage

Code Title/ Task or Industry Response

8903 Porter/ NAI (about tasks or industry)

8905 Collector, Garbage/ except above

8905 Collector, Rubbish/ except above

8905 Contractor, Garbage/ except above

8905 Garbageman/ except above

8905 Garbologist/ except above

8905 Labourer, Council/ garbage collection; not driving

8905 Remover, Rubbish/ except above

8907 Assembler, Order

8907 Assistant, Sales/ loading or unloading not selling or serving

8907 Assistant, Sales/ shelf or fridge filling not selling or serving

8907 Assistant, Shop/ loading or unloading not selling or serving

8907 Assistant, Shop/ shelf or fridge filling not selling or serving

8907 Assistant, Storeman's

8907 Assistant, Stores

8907 Assistant, Warehouse

8907 Captain, Night/ supermarket

8907 Cellarhand/ except above

8907 Cellarman/ except above

8907 Filler, Night

8907 Filler, Shelf

8907 Hand, Cellar/ except above

8907 Hand, Chiller

8907 Hand, Despatch

8907 Hand, Freezer

8907 Hand, Store

8907 Keeper, Store/ looking after warehouse

8907 Keeper, Store/ NAI (about specific tasks)

8907 Loader/ warehouse

8907 Manager, Night Fill

8907 Manager, Shop/ shelf filling or packing not selling

8907 Packer, Night

8907 Packer, Shelf

8907 Packer/ supermarket, loading or unloading

8907 Stacker, Shelf/ warehouse or store

8907 Stocker, Shelf

8907 Storekeeper/ warehouse

8907 Storeman + Handyman

8907 Storeman + Packer

8907 Storeman/ except above

8907 Supervisor, Night/ supermarket

8907 Supervisor, Stores/ except above

8907 Supervisor, Supermarket/ shelf filling staff

8907 Supervisor, Warehouse

8907 Warehouseman

8907 Worker, Despatch

Code Title/ Task or Industry Response

8909	Assistant, Furniture Removalist's
8909	Assistant, Parcel/ <u>railways</u>
8909	Assistant, Station/ handling parcels
8909	Assistant, Truck Driver's
8909	Dockhand/ except above
8909	Hand, Dock/ except above
8909	Handler, Freight
8909	Jockey, Truck
8909	Labourer, <u>Timber Yard</u> / loading or unloading
8909	Labourer, <u>Wharf</u> / except above
8909	Labourer/ loading or unloading transport vehicles
8909	Loader/ truck
8909	Offsider, Truck Driver's
8909	Offsider, Truckie's
8909	Packer, Furniture
8909	Stevedore/ except above
8909	Wharfie/ except above
8909	Worker, <u>Timber Yard</u> / loading or unloading
8909	Worker, <u>Timber</u> / loading or unloading
8909	Worker, <u>Waterside</u> / except above
8911	Agent, Patrol
8911	Attendant, Pool
8911	Attendant, Security
8911	Bodyguard
8911	Escort, Armoured Car
8911	Guard, Body
8911	Guard, Security
8911	Guard/ <u>railway</u> : security or patrol
8911	Guard/ NAI (about specific tasks)
8911	Lifeguard
8911	Officer, Patrol/ <u>security</u>
8911	Officer, Protective Service
8911	Officer, Railway Patrol
8911	Officer, Security
8911	Operator, Control Room/ <u>security</u>
8911	Operator, Security Control
8911	Patrolman/ <u>security</u>
8911	Superintendent, Pool
8911	Supervisor, Security
8911	Watchman
8913	Caretaker
8913	Caretaker + Cleaner
8913	Caretaker + Gardener
8913	Caretaker + Groundsman
8913	Janitor
8913	Landlord/ cleaning or maintaining property

Code	Title/ Task or <u>Industry</u> Response
8913	Landlord/ collecting rent
8913	Supervisor, Building/ <u>caretaker of building</u>
8915	Housekeeper
8915	Supervisor, Housekeeping/ <u>hotel or motel</u>
8917	Assistant, Laundry
8917	Attendant, <u>Laundrette</u>
8917	Attendant, <u>Laundromat</u>
8917	Domestic/ laundry work
8917	Folder/ <u>clothing</u>
8917	Hand, Laundry/ except above
8917	Help, Domestic/ laundry work
8917	Helper, Domestic/ laundry work
8917	Ironer
8917	Labourer, <u>Laundry/</u> except above
8917	Laundress
8917	Maid, Laundry
8917	Manager, <u>Laundrette</u>
8917	Manager, <u>Laundromat</u>
8917	Presser/ clothing
8917	Presser/ NAI (about specific tasks)
8917	Sorter, Laundry
8917	Sorter, Linen
8917	Washer/ clothes
8917	Washerwoman
8917	Worker, <u>Laundry/</u> except above
8919	Assistant, Cafe/ kitchen work
8919	Assistant, Cafe/ NAI (about specific tasks)
8919	Assistant, Cafeteria/ kitchen work
8919	Assistant, Cafeteria/ NAI (about specific tasks)
8919	Assistant, Canteen/ kitchen work
8919	Assistant, Canteen/ NAI (about specific tasks)
8919	Assistant, Catering
8919	Assistant, Cook's
8919	Assistant, Galley
8919	Assistant, Kitchen
8919	Assistant, Lunch Bar/ kitchen work not selling
8919	Assistant, Sales/ cooking not selling or serving
8919	Assistant, School/ home economics
8919	Assistant, Shop/ cooking not selling or serving
8919	Assistant, Snack Bar/ kitchen duties not selling
8919	Attendant, Cafeteria/ kitchen work
8919	Attendant, Cafeteria/ NAI (about specific tasks)
8919	Attendant, Canteen/ kitchen work
8919	Attendant, Canteen/ NAI (about specific tasks)
8919	Attendant, Lunch Bar/ kitchen duties not selling
8919	Attendant, Snack Bar/ kitchen duties not selling

Code	Title/ Task or <u>Industry</u> Response
8919	Attendant, Tea
8919	Caterer/ kitchen work not cooking
8919	Cook, <u>Fast Food</u> / except above
8919	Cook, <u>Pizza</u>
8919	Dishwasher
8919	Domestic/ kitchen work
8919	Hand, <u>Cafe</u> / kitchen work
8919	Hand, <u>Cafe</u> / NAI (about specific tasks)
8919	Hand, Catering
8919	Hand, Galley
8919	Hand, Kitchen
8919	Hand, Kitchen + Cleaner
8919	Hand, Kitchen + Cook
8919	Hand, Pantry
8919	Hand, Sandwich
8919	Help, Domestic/ kitchen work
8919	Help, Kitchen
8919	Helper, Domestic/ kitchen work
8919	Helper, Kitchen
8919	Kitchenhand
8919	Kitchenhand + Cleaner
8919	Kitchenhand + Cook
8919	Kitchenmaid
8919	Lady, Tea
8919	Maid, Catering
8919	Maid, Home Economics
8919	Maid, Kitchen
8919	Maid, Pantry
8919	Maid, Tray/ <u>hotel or motel</u>
8919	Maker, Pizza
8919	Maker, Sandwich
8919	Manager, Catering/ kitchen work except cooking
8919	Manager, <u>Fast Food</u> / kitchen work not selling
8919	Manager, <u>Lunch Bar</u> / kitchen work not selling
8919	Manager, <u>Milk Bar</u> / kitchen work not selling
8919	Manager, <u>Restaurant</u> / assisting in kitchen not cooking
8919	Manager, <u>Shop</u> / assisting in kitchen
8919	Manager, <u>Shop</u> / cooking not selling
8919	Manager, <u>Snack Bar</u> / kitchen work
8919	Manager, <u>Take Away</u> / kitchen work not selling
8919	Pantrymaid
8919	Porter + Cleaner/ kitchen
8919	Porter/ <u>kitchen or restaurant</u>
8919	Preparer, Food
8919	Restaurateur/ assisting in kitchen not cooking
8919	Tea-Lady
8919	Trayperson/ <u>hotel or motel</u>

Code Title/ Task or Industry Response

8919 Washer, Dish

8921 Aide, Dietary

8921 Aide, Sterilizing

8921 Aide, Ward

8921 Assistant, Dietitian's

8921 Assistant, Food Services

8921 Assistant, Hospital

8921 Assistant, Nurse's

8921 Assistant, Nursing

8921 Assistant, Sterilizing

8921 Assistant, Ward

8921 Attendant, Nurse

8921 Attendant, Operating Theatre

8921 Domestic/ serving meals: hospital or nursing home

8921 Dresser, Surgical

8921 Maid, Diet

8921 Maid, Hospital

8921 Maid, Menu/ hospital

8921 Maid, Tray/ hospital

8921 Maid, Ward

8921 Nurse, Assistant

8921 Orderly/ medical

8921 Porter + Cleaner/ hospital except kitchen

8921 Porter/ hospital except kitchen

8921 Server, Food/ hospital

8921 Serviceperson, Food/ hospital

8921 Supervisor, Linen/ hospital

8921 Supervisor, Orderly/ medical

8921 Trayperson/ hospital

8921 Wardsmaid

8921 Wardsman

8923 Aligner, Wheel

8923 Fitter, Battery/ except above

8923 Fitter, Exhaust/ except above

8923 Fitter, Muffler/ except above

8923 Fitter, Spring

8923 Fitter, Sunroof/ except above

8923 Fitter, Tyre/ except above

8923 Fitter, Windscreen/ except above

8923 Lifter/ railway

8923 Manager, Tyre service/ fitting tyres

8923 Repairer, Radiator/ vehicles

8923 Repairer, Tyre

8923 Tinter, Window/ vehicle

8925 Bargeman

8925 Boatswain

Code Title/ Task or Industry Response

8925	Coxswain
8925	Crewman/ <u>ship or boat</u>
8925	Deckhand
8925	Fisherman/ except above
8925	Hand, Barge
8925	Hand, Deck
8925	Hand, Ferry
8925	Hand, Trawler
8925	Hand, Tug
8925	Launchman
8925	Sailor/ except above
8925	Seaman/ except above
8925	Sheller, Abalone
8925	Trapper/ seafood
8999	Aide, Blood Bank
8999	Aide, Red Cross
8999	Assistant, Crematorium
8999	Assistant, Funeral Director's
8999	Assistant, Kennel
8999	Assistant, Milk Vendor's
8999	Assistant, Milkman's
8999	Assistant, Mooring
8999	Assistant, Station/ except above
8999	Assistant, Trolley/ <u>supermarket</u>
8999	Assistant, Undertaker's
8999	Attendant, Animal
8999	Attendant, Barrier/ <u>racecourse</u>
8999	Attendant, Bin/ <u>bulk grain handling</u>
8999	Attendant, Bowling Alley
8999	Attendant, Car Park/ directing or parking cars
8999	Attendant, Crosswalk
8999	Attendant, First Aid
8999	Attendant, Lamproom
8999	Attendant, Parking Meter
8999	Attendant, Pinball Machine
8999	Attendant, Poker Machine
8999	Attendant, Railway Crossing
8999	Attendant, Rubbish Dump
8999	Attendant, Vending Machine
8999	Attendant, Veterinary
8999	Attendant, Washroom
8999	Baruseful
8999	Binsman, Grain
8999	Boy, Delivery
8999	Boy, Milk
8999	Boy, Paper/ delivering newspapers
8999	Boy, Trolley

Code Title/ Task or Industry Response

8999 Collector, Bottle/ except above
8999 Collector, Marine/ except above
8999 Collector, Trolley/ supermarket
8999 Collector/ money from parking meters and telephones
8999 Collector/ money from vending and amusement machines
8999 Contractor, Spraying/ pest or weed control
8999 Controller, Pest
8999 Controller, Traffic/ road maintenance
8999 Deliverer, Leaflet
8999 Deliverer, Pamphlet
8999 Deliverer, Paper
8999 Distributor, Leaflet
8999 Distributor, Pamphlet
8999 Erector, Sign
8999 Exterminator
8999 Flagperson/ railway
8999 Fumigator
8999 Girl, Delivery
8999 Girl, Milk
8999 Girl, Paper/ delivering newspapers
8999 Girl, Trolley
8999 Gofer
8999 Gopher
8999 Greaser/ except above
8999 Grip
8999 Groom/ animal except horse
8999 Guard, Crossing
8999 Hand, Stage
8999 Hand, Studio
8999 Hand, Yard/ hotel
8999 Handyman
8999 Handyman + Gardener
8999 Keeper, Animal
8999 Keeper, Pound
8999 Keeper, Zoo
8999 Kennelmaid
8999 Labourer, Scrapyard/ except above
8999 Lampman
8999 Maid, Kennel
8999 Nipper
8999 Nurse, Animal
8999 Nurse, Veterinary
8999 Nurse/ animal or veterinary
8999 Officer, First Aid
8999 Officer, Welfare/ animal
8999 Offsider, Milkman's
8999 Operator, Pest Control

Code Title/ Task or Industry Response

8999 Paperboy/ delivering newspapers
8999 Person, Handy
8999 Person, Odd Job
8999 Pitman/ tram maintenance
8999 Preparer, Sample
8999 Repairer, Bicycle
8999 Runner, Milk
8999 Serviceperson, Fire Extinguisher
8999 Sorter/ clothes; charity organisation
8999 Stagehand
8999 Supervisor, Crossing
8999 Technician, Pest Control
8999 Useful, Bar
8999 Worker, Red Cross
8999 Wrecker/ vehicle
8999 Yardman/ hotel
8999 Zookeeper

AUSTRALIAN CAPITAL TERRITORY

Wing 5 Cameron Offices Chandler Street BELCONNEN 2617 (PO Box 10 BELCONNEN 2616)	Phone:	Inquiries Bookshop FAX	(06) 252 6627 (06) 252 5249 (06) 253 1404
--	--------	------------------------------	---

NEW SOUTH WALES

3rd Floor St Andrews House Sydney Square SYDNEY 2000 (GPO Box 796 SYDNEY 7001)	Phone:	Inquiries Bookshop FAX	(02) 268 4611 (02) 268 4654 (02) 268 4668
--	--------	------------------------------	---

VICTORIA

Level 5 Rialto North Tower 525 Collins Street MELBOURNE 3000 (GPO Box 2796Y MELBOURNE 3001)	Phone:	Inquiries Bookshop FAX	(03) 615 7000 (03) 615 7829 (03) 615 7798
---	--------	------------------------------	---

QUEENSLAND

13th Floor 313 Adelaide Street. BRISBANE 4000 (GPO Box 9817 BRISBANE 4001)	Phone:	Inquiries Bookshop FAX	(07) 222 6351 (07) 222 6350 (07) 229 6042
---	--------	------------------------------	---

WESTERN AUSTRALIA

Level 1 Hyatt Centre 39 Terrace Road EAST PERTH 6004 (GPO Box 8881 PERTH 6001)	Phone:	Inquiries Bookshop FAX	(09) 323 5140 (09) 323 5143 (09) 221 2374
--	--------	------------------------------	---

SOUTH AUSTRALIA

Commonwealth Centre 55 Currie Street ADELAIDE 5000 (GPO Box 2272 ADELAIDE 5001)	Phone:	Inquiries Bookshop FAX	(08) 237 7100 (08) 237 7582 (08) 237 7566
--	--------	------------------------------	---

TASMANIA

1st Floor 175 Collins Street HOBART 7000 (GPO Box 66A HOBART 7001)	Phone:	Inquiries Bookshop FAX	(002) 20 5800 (002) 20 5800 (002) 20 5995
---	--------	------------------------------	---

NORTHERN TERRITORY

6th Floor MLC Building 81 Smith Street DARWIN 0800 (GPO Box 3796 DARWIN 0801)	Phone:	Inquiries Bookshop FAX	(089) 81 3456 (089) 81 3456 (089) 81 1218
---	--------	------------------------------	---

For further information about this publication
please contact the appropriate number in your state,
or call the ASCO Hotline on (06) 252 5757